

Article XX: Employment Files

Section 1: The University will maintain a record of each employee's appointment letter to a position covered under this Agreement, appointment-related evaluations, and disciplinary action related to such appointments. A GSE may contact Human Resources to review these records, and this review shall take place within **fifteen (15) business** days. GSEs shall also be provided with copies of reviewed records upon request. GSEs may seek correction of disputed records covered by this Article and may also submit a written statement for inclusion in their employment files commenting on disputed documents. Where the GSE seeks review of their record in relation to a grievance under Article XX (Grievance and Arbitration Procedure), the GSE may also permit a Union steward or representative to be present at the review and examine the documents.

Section 2: Documents related to filed union grievances will not be part of the employment file.

Section 3: This Article is subject to any applicable state or federal laws or regulations regarding access to records and disclosure required in connection with administrative or judicial proceedings. While a GSE's employment files should only contain information relevant to employment, information relevant to student status shall be handled in accordance with FERPA.