

ARTICLE TBD

EMPLOYMENT RECORDS

1. For the purposes of this agreement, "Employment Records" shall be defined as the following documents:

- a. Appointment and reappointment letters,
- b. Written annual supervisor appraisals,
- c. Individual benefits and payroll records,
- ~~d. Disciplinary outcome letters, and~~
- ~~e. d.~~ Individual absence management records.

2. Upon request, Postdocs and Scholars will be notified of instructions for how to access their Employment Records. Princeton University shall ensure that online versions of Employment Records are secure.

3. Princeton University shall make all Employment Records available in electronic form.

4. Postdocs and Scholars shall be notified of any new additions or changes to their Employment Record within three (3) business days.

~~4. Employees may not remove any Employment Records. Employees~~ 5. Postdocs and Scholars may submit a request to correct or remove information in their Employment Records they believe to be incorrect; and/or request to include a statement that certain materials should not be included in their Employment Records. These requests will be maintained as part of their Employment Records. Princeton University shall correct or remove any factually incorrect material promptly.

~~5. 6.~~ No reference to any contractual grievances shall be placed in the same portal as Employment Records.

~~6. 7.~~ All Employment Records shall remain confidential. Princeton University shall not share Employment Records with any third party except with the consent of the bargaining unit member or as may be required by law or for the purposes of conducting University business.

8. Upon request, former Postdocs and Scholars who have left Princeton University less than six years prior to their request shall receive a copy of their Employment Records.