

Article X
Personnel Files

X.1 The University maintains a personnel file for each bargaining unit member who is an employee of the University. Upon request, the bargaining unit member shall be informed as to the location of the personnel file. The University of Alaska shall not include material in the bargaining unit member's official personnel files unless the source is identified and there is a record of the date on which the material was placed in the file.

X.2 Bargaining unit members shall have the right to examine their personnel file at any time during normal business hours and shall have the right to receive a copy of their official personnel file upon submission of advance written request to the Campus Academic Administration or University of Alaska Human Resources Office.

X.3 A Union representative, having written authorization from the bargaining unit member concerned, and subject to the University's duty to provide for the security of the records, may examine and copy the official personnel file of that bargaining unit member.

X.4 The bargaining unit member shall have the right to request removal or correction of materials believed by the bargaining unit member to be inaccurate from their personnel files, attach a concise written statement in response to any item in the files, and/or seek removal of material proven inaccurate from the files.

X.5 No reference to a grievance shall be placed in a bargaining unit member's personnel file nor shall reference to a grievance be considered in evaluation of a bargaining unit member.

X.6 Confidentiality of personnel files will follow University of Alaska Board of Regents Policy P04.01.062 as may be amended from time to time.

X.7 If a disciplinary action or delinquency in job performance is reduced to writing by the appropriate administrator, the document shall be signed, dated, placed in the bargaining unit member's official personnel file and a copy provided to the bargaining unit member. The bargaining unit member shall sign in writing to acknowledge receipt, but such signature shall not be construed as agreement or disagreement with the contents. ~~The right to challenge the action is limited to placement of the bargaining unit member's response in the file.~~

X.7 No items, except for anonymous material, may be removed from the bargaining unit member's official personnel files without the expressed written authorization of the bargaining unit member, except for brief inspection or copying.