

ARTICLE XX. EMPLOYMENT RECORDS

HAW-UAW Proposal October 16, 2024

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Section A. "Employment file" shall be defined as documents maintained by the University, including but not limited to letters of appointment or reappointment to a position covered under this agreement; revision or termination of such appointment; related work evaluations; information relating to the employee's academic and professional accomplishments submitted by the employee or placed in the file at their request; memoranda of discussions with the employee relating to evaluations of the employee's professional performance; and any disciplinary action related to such appointment.

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

Section C. Upon request to their departmental administrators, employees shall be granted access to their University employment file within five (5) business days.

Section D. Employees shall have the right to review and have a copy made of material in their employment file.

Section E. Employees shall have the right to request removal or correction of any factually incorrect material from their employment record. The University shall correct any such factual errors or shall remove the factually incorrect material within seven (7) business days of the employee's request.

Employees shall also have the right to request in writing removal of disputed material from their employment record. The University shall remove the disputed material within seven (7) business days of the employee's request.

Section F. If an Employee disagrees with any information that is contained in the employment file, the employee may submit a written statement commenting upon the information. Such a statement shall be maintained as part of the employment file.

Section G. Employment files are kept confidential and are used only for University business, by the employee themselves, by an authorized Union representative, and when required by a lawful subpoena or by court order that has been properly served by one having the authority to do so. The University will notify the Employee of such a request when it is received.