

Article 10
EMPLOYMENT FILE(S) AND EVALUATIONS

A. EMPLOYMENT FILES

“Employment file” shall be defined as information (including reports, documents, correspondence and other materials in their entirety or redacted portions) pertaining to an ASE’s employment in the bargaining unit. Materials related exclusively to ASE coursework shall not be considered part of the employment file.

1. The University shall designate the location where ASEs or their designated representatives may obtain access to the ASE's employment file(s).
2. ASEs will be notified that employment files are established and maintained for ASEs and new material may be added periodically during the term of their employment. The University shall notify the ASE in writing (via letter or email) of the new material as soon as practicable, but no later than thirty (30) days following the end of the term.
3. An ASE may authorize representatives to review her/his employment file(s). The authorization shall be valid for the period designated by the individual or, if no time period is designated, for up to one calendar year from the date of authorization. The designee shall have access to all employment information in the file(s).
4. The University shall provide an ASE or her/his representatives access to or a copy of the ASE's employment file(s) as soon as practicable, but no later than thirty (30) calendar days, following the University's receipt of a written request. One copy of employment file(s) material shall be free; subsequent copies shall be ten (10) cents per page.
5. If an ASE disagrees with evaluative material in her/his file(s), s/he may append material to the file(s). If an individual is no longer employed when the evaluative material is placed into the file, he/she has 30 days from the date the individual reviewed his/her file(s) or knew or reasonably should have known that it was placed into the file to append material to the file.
6. If an employment file contains factual non-evaluative information that is incorrect the individual may request correction of the file(s) within 30 calendar days of discovery. If an individual is no longer employed when the factual non-evaluative information is placed into the file, he/she has 30 days from the date the individual reviewed his/her file(s) or knew or reasonably should have known that it was placed into the file to request correction.
7. Records involving the processing of a grievance, such as grievance/appeals, UC grievance responses, and settlement documents shall not be placed in the ASE's employment file(s).

B. EMPLOYMENT EVALUATIONS

1. “Employment evaluation” is the faculty member or supervisor’s written assessment(s) of an ASE’s employment performance, excluding evaluations of courses.

2. The employing department or hiring unit shall communicate evaluation criteria and procedures for written employment evaluations, if any, to employees and the UAW any time upon request.