

ARTICLE \_\_  
EMPLOYMENT FILE

**Section 1.** “Employment file” shall be defined as documents maintained by the University reflecting an individual’s appointment as a Graduate Worker (GW), revision or termination of such appointment, job-related certifications, job-related evaluations and discipline of the GW, and pay and benefits related to such appointment. The University shall keep and maintain an employment file for each GW. ~~New employment files or records shall be created within five (5) days of the GW accepting the position.~~

Section 2. For purposes of this article, employment files of GWs shall be considered education records pursuant to the Family Educational Rights and Privacy Act (FERPA), as amended, as they are records relating to individuals in attendance at the University who are employed as a result of their status as students. The University shall not make personally identifiable material in an employment file public without the GW’s consent except as otherwise provided for by application law.

Section 3. Materials related to a GW’s course of study, grades, academic progress and aspects of graduate study other than service as a GW, while also subject to FERPA, shall not be considered part of the employment file.

**Section 32.** Grievances filed by a GW and records concerning the processing ~~and resolution~~ of the grievance, including any arbitration concerning it, shall not be considered part of the employment file.

~~Section 3. Within ninety (90) days of the ratification of this contract, the University shall create an electronic system for storing employment files and records, which will be the same system used for storing other employment related files, such as Workday.~~

**Section 4.** If upon inspection of the employment file a GW disagrees with any of the information contained in such file, removal or correction of such information may be agreed upon by such GW and the University. If such GW and the University cannot agree upon such removal or correction, then such GW may submit a written statement explaining the GW’s position. Such statement shall be maintained as part of the employment file and shall accompany any transmittal or disclosure of such file to a third party.

**Section 5.** The employee shall be notified of the placement of any new materials that are added to their employment file within ~~fourteen~~ (14) working days. The notification can appear within the system used for tracking employment files, such as Workday.