

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, 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.** 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 one (1) day. The notification can appear within the system used for tracking employment files, such as Workday.