

ARTICLE # EMPLOYMENT RECORDS

Section 1. Employment records as used in this Agreement for GSWs shall mean the Appointment Letter that is required by Article XX, Section XX, as well as any discipline imposed and written performance evaluations that are unrelated to academics and concerns non-academic work as defined in this Agreement. Changes to a discipline outcome as a result of grievances and arbitration will be reflected in a GSW's employment record. Employment records shall also include ~~In addition, for hourly graduate students covered by the Agreement, "employment records" shall include mean information maintained by the Office of Student Employment, Graduate Assistantships and Fellowships ("SEGAF") that concern their hourly assignment, which will include the following:~~

- Start date of the appointment/assignment
- Anticipated end date of the appointment/assignment
- Pay rate and frequency of pay for the appointment/assignment
- Hours of work recorded by the ~~GSW~~graduate student worker, as applicable
- Hiring department or college
- Supervisor if reflected
- NUID

Section 2. Employment records shall not include any academic records, including records related to a GSW's course of study, grades, academic progress, or course evaluations. Grievances and related documents generated as part of the grievance process shall not be maintained as part of an "employment record."

Section 3. GSWs shall be able to obtain a copy of their employment records at least once each academic term by submitting a request for records to the associate dean for graduate affairs and department chair (when applicable) in the college where they are employed. Hourly GSWs may also obtain bulleted information in Section 1 from the Office of Student Employment, Graduate Assistantships and Fellowships. Colleges shall endeavor to respond to requests under this request process within ten (10) business days. This process shall be replaced with an online direct systems access to their employment records once University systems are redesigned to accommodate such requests, which shall be within 6 months of the start~~no later than the beginning of the second first second year~~ of this Agreement. Once direct systems access is in place, the once-per-term request process outlined above shall no longer apply. The University shall provide notice to GSWs of the above records request process, including the location of direct systems access.

Section 4. GSWs may express disagreement with any information contained in their employment record by sending an email to the contact points for records requests outlined in Section 3. Such email shall set out the specific basis for the disagreement and the reasons therefore. The University shall consider the GSW's email and ~~to~~may adjust the information in response. Any email submitted from the GSW shall be considered part of their employment record, and provided in response to any request pursuant to Section 3 if available.

Section 5. Employment records shall be treated as confidential GSWs information consistent with any other GSW information maintained by the University. All policies and procedures designed to protect GSWs information shall apply to such records. A GSW's name, NUID, email address, phone number, and physical address shall not be shared with any local or federal law enforcement agency, ~~including NUPD, except when required by lawful subpoena or court order in accordance with applicable law~~ when required by lawful subpoena or court order. The University will inform GSWs whenever their records are shared with any law enforcement agency, including NUPD. Employment records shall be retained consistent with University policies on record retention for student records.

Section 6. GSWs may authorize Union representatives to review their employment records ~~through a FERPA release identified in Article —.~~ The authorization shall be valid for the period designated by the individual or, if no time period is designated, for one (1) calendar year from the date of authorization. The designee shall have access to all employment information in the records.

Section 7. Upon completion of the online employment records access system, GSWs shall be notified of the placement of any new or modified materials that are added to their employment records within two (2) business days ~~if University systems can accommodate this function.~~ The notification shall appear within the online system used for tracking employment records.