



Document U-12
October 28, 2026

UNION PROPOSALS
FOR CREATION OF THE COLLECTIVE AGREEMENT

Between the

Ontario Public Service Employees Union (OPSEU)

For the College Academic Part-Time and Sessional Staff

(the “Union”)

And

The College Employer Council

The “Employer”

The following Union proposals are tabled without prejudice. Further the Union reserves the right to ADD, DELETE, AMEND or otherwise alter these proposals during the course of bargaining.

Article XX EMPLOYEE RECORDS

- XX.01** An employee shall be given access to their employee record and shall, upon request, be given a copy of any documents contained in their record.
- XX.02** An employee shall receive a copy of any disciplinary notice prior to its placement in their employee record. Where the College or an arbitrator/arbitration board determines that any form of discipline or disciplinary notations, including suspension, were without cause, such documentation and grievances arising thereunder shall be removed from the employee's record.
- XX.03 A** An employee shall have the right to submit a written response to any documents contained in their employee record. The response shall be added to the employee record and shall accompany the relevant document(s) whenever said document(s) is reviewed or relied upon.
- XX.03 B** Any letter of reprimand and/or discipline as referenced in Article XX.02 will be removed from the record of an employee twelve (12) months following the receipt of such letter by the employee provided that the employee's record has been discipline-free for said twelve (12) month period.
- XX.04 A** A copy of all work contracts, official performance appraisals, and written progress reports shall be kept in the employee's record.
- XX.04 B** The College shall not maintain any employee disciplinary or performance-related records concerning an employee other than the official employee record. The employee record shall be stored centrally in the College's human resources department.
- XX.04 C** To ensure confidentiality, no other employee records shall be kept by any other College employee or agent of the College.
- XX.05** Any confidential information collected by and/or provided to the College pertaining to accommodations and/or leaves of absence, including but not limited to health and medical information, shall be stored in a separate record by the appropriate department. Only authorized College employees that are required to access such information in the course of their duties shall have access to these records. This information will only be retained for the minimum time as required by pertinent legislation.