

ARTICLE 29
ACCESS TO DOCUMENTS

29.1 Board of Trustees and University Documents.

(a) UFF may make public records requests of the University, which will be handled in accordance with the University's normal public records process, including invoicing where appropriate. In addition to public records requests, UFF may make a request for records under this ARTICLE 29 and the University shall provide UFF with an electronic copy of documents necessary to administer grievances and other provisions of this agreement or otherwise carry out UFF's obligations as the certified bargaining agency for the faculty. Alternatively, the University may provide UFF with the URL address for these materials. The University may request clarification concerning an ARTICLE 29 request. Any disagreement regarding document requests made according to this Article shall be subject to the grievance procedure as laid out in ARTICLE 28, GRIEVANCE PROCEDURE AND ARBITRATION.

(b) If not available on a web site, University shall provide UFF with an electronic copy of the agenda, supporting materials and minutes of public meetings (including public subcommittee meetings) that bear on the terms and conditions of employment of faculty members.

(c) The University shall ensure that documents below are available by links on the University web site or in an easily accessible location in Smathers West.

- (1) agenda and minutes of meetings of the Board of Governors;
- (2) agenda, supporting materials, and minutes of public meetings of the Board of Trustees and its committees;
- (3) University regulations;
- (4) University operating budget and the previous year's expenditure analysis to the extent this is public information;
- (5) this collective bargaining agreement and all supplements to it;
- (6) other policies and procedures affecting faculty terms and conditions of employment;
- (7) minutes of the DRS Advisory Council; and
- (8) The DRS operating budget.

29.2 Salary Records Access. On September 30 of each year, the University shall provide UFF with an electronic copy of faculty employment records reflecting the salary increases for each in-unit faculty member during the preceding twelve (12) months by each increase category.

29.3 Bargaining Unit Member List. On September 30 of each year, the University shall provide UFF with an electronic spreadsheet including the name, UFID, percentage FTE appointment, date of hiring, department/unit, position code, title/rank (which will include designation as visiting or regular status), date promoted to rank, office location (building name/number and office number), current year salary rate, in-bargaining unit code, e-mail address, contact telephone number, and contact mailing address for each member in the

bargaining unit.

29.4 Not less than annually, UFF shall provide the University's designee for contract administration with the names and email addresses of the union officers and the union representative who is designated to receive documents referred to in this Article. UFF shall notify the designee of any changes to the list of union officers or designated representatives to receive documents.

29.5 Costs. All copies of materials and access to materials discussed in this Article shall be provided without cost.