

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Central Washington State College  
(Name of Institution)

TO: CODE REVISER  
LEGISLATIVE BLDG. (Southwest Corner, Ground Floor)  
OLYMPIA 98504

The enclosed rules Permanent rules  , being Order No. 26  
Emergency rules   
relating to (Name of rules or description of subject matter)

Amendment to WAC 106-136-205, WAC 106-136-207 and  
WAC 106-136-209 of the Use of College Facilities Policy  
of Central Washington State College concerning the  
Placement Service.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 5333 (1) filed with the code reviser  
on July 9, 1975 (2) were regularly adopted as permanent rules of  
(date) Room 307, Barge Hall,  
this institution at CWSC Campus on 7-30-75 and are herewith  
(place) (date)  
filed in the office of the code reviser pursuant to chapter 28B.19  
RCW. The effective date of such rules shall be \_\_\_\_\_ (3)

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding in the attached administrative order,  
that the immediate adoption of these rules is necessary for the  
preservation of the public health, safety, or general welfare and  
that observance of the requirements of notice and opportunity to  
present views on the proposed action would be contrary to the  
public interest, were regularly adopted as emergency rules of this  
institution at \_\_\_\_\_ on \_\_\_\_\_ and  
(place) (date)  
are herewith filed in the office of the code reviser pursuant to  
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter  
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter  
42.30 RCW have been fulfilled.

Dated this \_\_\_\_\_ 30th \_\_\_\_\_ day of \_\_\_\_\_ July \_\_\_\_\_ 19 75.

STATE OF WASHINGTON  
**FILED**  
AUG 1 1975  
CODE REVISER'S OFFICE  
DOCKET # 441 FILE # 2

Central Washington State College  
(INSTITUTION)  
Steve Milans  
By \_\_\_\_\_  
Assistant Attorney General  
Title \_\_\_\_\_

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2). Leave this space blank except in such special cases.

STATE OF WASHINGTON  
CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 26

(1) I, Dale R. Comstock, Dean of the Graduate School and Research of Central Washington State College, by virtue of the authority vested in me under chapters 34.04, 28B.19 and 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and a letter of designation from the President, do promulgate and adopt the annexed amendments to the Use of College Facilities Policy, WAC 106-136, as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED July 30, 1975

By Dale R. Comstock

Dean of the Graduate School and  
Research

10

WAC 106-136-205 PLACEMENT SERVICE-JOB NOTIFICATION.

Direct notification of positions listed with the placement office shall be available only to:

- (1) Registered seniors who have graduated during the current placement year and have left Ellensburg.
- (2) Registered seniors doing individual field study or practicums away from Ellensburg.
- (3) Seniors at student teaching centers are notified through college supervisors.
- (4) Registered alumni who have updated and activated their placement files.
- (5) Graduates of other colleges or universities who have established reciprocity.

AMD

WAC 106-136-207 PLACEMENT SERVICE-CONFIDENTIALITY.

All student records on file at Central Washington State College shall be the property of the College, including, but not limited to, the following information:

- (1) Recommendations from teachers, former employers, and others acquainted with the student or former student.
- (2) Reports on student teaching, internship, and other special professional laboratory experiences.
- (3) Personal data concerning the student or former student.
- (4) Special reports from various offices concerning individuals for whom placement credentials are on file.
- (5) Other pertinent information.

Placement files are subject to the following terms and conditions:

- (1) After November 21, 1974, any senior or alumni who establishes a new file, or updates his present placement file, shall be accorded the option to have his/her placement file be open for his/her review, or be confidential. Such option shall be exercised in writing on the form provided for this purpose.

Option for an "open" file:

(a) Recommendation forms will be provided stating to the writer that his/her statement is subject to candidate's review.

(b) Recommendation will be subject to review by the candidate at the Career Planning & Placement Center with a placement officer.

(c) Candidates are responsible for acquiring copies of "open" recommendations from the writer. Copies of recommendations will not be duplicated and given to candidates by the Career Planning and Placement Center. An exception to this policy may be allowed if a hardship case is established. In an accepted hardship case, the candidate must request that the writer send us written instructions to provide the candidate with a copy of the recommendation. A minimum of one dollar (\$1.00) service fee will be charged for each request.

(d) Candidates who have established a file before November 21, 1974, and sign the option to have an open file, may include former confidential statements in their open file.

(e) Candidates who start a placement file after November 21, 1974, and sign the option to have an open file, may not add confidential statements to their open file.

Option for a "confidential" file:

- (a) The individual must sign a waiver of right to

review recommendations.

(b) The individual may not review confidential materials in his placement file.

(c) Recommendation forms will be provided stating to the writer that his/her statement will be confidential.

(2) All recommendations written before November 21, 1974, will continue to be confidential and may not be reviewed by the candidate.

(3) All placement files--Confidential and Open, Subject to Review by Candidate--are to be handled as confidential material and are not to be shown to candidate under any circumstances by employers or graduate schools.

(4) All placement files--Confidential and Open, Subject to Review by Candidate--are to be handled as confidential files and are not to become a part of the employer's personnel files that are established on their employees.

(5) Any state with laws prohibiting handling placement files in a confidential manner so that the candidate's rights of privacy are protected are to return the file to the Career Planning and Placement Center.

AMD

WAC 106-136-209 FEE POLICY. The Board of Trustees shall establish fees which shall be based upon the placement year, October 1 to September 30, and shall be used to establish or bring a file up to date, assign it to a placement officer for service, and make it readily available for office use or mailing to prospective employers. The fee also includes duplicating and sending credentials to prospective employers. Mailing list service is covered by a separate fee. The types of fees and conditions for fees are as follows:

(1) Graduates from other colleges or universities which establish reciprocity shall be charged a fee for one placement year.

(2) Placement services are provided for a fee (included with graduation fees--see college catalog) to all undergraduates, who complete their baccalaureate degree at CWSC, for the placement year in which they receive their degrees. Up to ten copies of the candidate's placement file will be furnished with the initial registration. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(3) Graduate students from CWSC, who continue their studies immediately beyond the Bachelor's degree, will be granted placement services at the culmination of their work. Up to ten sets of credentials will be furnished without charge. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(4) Alumni, two year technical vocational CWSC students, graduate students who have not completed their studies immediately beyond the Bachelor's Degree, and graduate students who did not receive their undergraduate training at CWSC are subject to a registration or renewal fee. This fee will enable the candidates to have sent to bona fide employers, up to five copies of their credentials within the placement year. Thereafter during the same year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.



(5) Alumni Mailing List Fee, This fee enables the candidate to receive notification of job opportunities. Vacancies are listed by level: (1) elementary, (2) secondary, (3) school administration, (4) college, and (5) government/business. Candidates are charged for each level of listings desired.

(6) Checks shall be made payable to the Career Planning and Placement Center and shall be paid before the file is activated. The annual fee entitles the registrant to placement assistance during the placement year ending September 30.

(7) The Board of Trustees shall establish the fee categories and dollar amounts, and the Career Planning and Placement Center shall publish notice of such fees.