

WAC 132G-140-110 Classified staff personnel records. Personnel records are retained in the office of the college classified personnel officer. However, at any time during regular working hours and with appropriate advance notice, an employee may review the contents of his own personnel file or may in the case of a grievance authorize his representative to inspect his personnel file. Also, other appropriate college officials shall have access to these same files.

No anecdotal records or other prejudicial information will be placed in an employee's personnel file without his prior knowledge.

[Order 1-35:72, § 132G-140-110, filed 11/29/72, effective 1/1/73.]