

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: BIG BEND COMMUNITY COLLEGE  
(Name of Institution)

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

The enclosed rules Permanent rules  , being Order No. 76-30  
Emergency rules   
relating to (Name of rules or description of subject matter)

WAC 132R-200 POLICY ON PERSONNEL FILES

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

pursuant to Notice No. 7233b (1) filed with the code reviser  
on Nov. 1, 1976 (2) were regularly adopted as permanent rules of  
(date)  
this institution at Moses Lake, WA on Dec. 6, 1976 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 22nd day of December 1976.

STATE OF WASHINGTON  
**FILED**

DEC 23 1976

CODE REVISER'S OFFICE  
DOCKET # 2829 FILE # 1

BIG BEND COMMUNITY COLLEGE  
(INSTITUTION)

Robert J. Wallenstien  
By Robert J. Wallenstien  
President  
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.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18

RESOLUTION 76-30


WHEREAS, pursuant to the powers vested in us by RCW 28B.50.140, and because of the requirements of RCW 28B.19, we, the Board of Trustees for Washington State Community College District No. 18, do hereby find that the preservation of the general welfare of BIG BEND COMMUNITY COLLEGE requires the adoption of rules governing personnel files;

NOW, THEREFORE, BE IT RESOLVED that the attached Policy on Personnel Files, WAC 132R-200, is hereby approved and adopted as permanent rules of Big Bend Community College.

BE IT FURTHER RESOLVED that this resolution and attached policy shall be forwarded to the Code Reviser for filing.

ADOPTED at a regular meeting of the Board of Trustees of Community College District No. 18, State of Washington, on December 6, 1976, with a quorum of such Board members duly present after notice of such meeting had been duly given as required by law.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18

  
\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

WAC 132R-200

BIG BEND COMMUNITY COLLEGE

POLICY ON PERSONNEL FILES

NEW

WAC 132R-200-010 POLICY ON PERSONNEL FILES. The district shall maintain one personnel file for each academic employee. This file shall be in the district personnel office. No other personnel file shall be maintained by any other officer or administrator of the district. This shall not preclude the maintenance of all lawful payroll records by the business office nor maintenance of other essential records by appropriate personnel for the operation of the institution.

NEW

WAC 132R-200-020 RIGHT TO EXAMINE AND PLACE MATERIAL IN FILE. Each academic employee shall have the right to review the entire contents of his/her personnel file. An Association representative or the academic employee's attorney may accompany such employee upon his/her request to review his personnel file. An academic employee shall have the right to answer in writing any complaints in his/her file and attach such answer(s) to the complaint(s). He/she shall also have the right to attach any other relevant supporting statement(s) or affidavit(s).