

**Chapter 132R-200 WAC
POLICY ON PERSONNEL FILES**

Last Update: 7/14/03

WAC

132R-200-010 Policy on personnel files.
132R-200-020 Right to examine and place material in file.

WAC 132R-200-010 Policy on personnel files. Big Bend Community College shall maintain one personnel file for each employee. This file shall be in the college's human resource office. No other personnel file shall be maintained by any other officer or administrator of the college. This shall not preclude the maintenance of all lawful payroll records by the payroll office nor maintenance of other essential records by appropriate personnel for the operation of the institution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-200-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. WSR 90-02-019, § 132R-200-010, filed 12/26/89, effective 1/26/90; Order 76-30, § 132R-200-010, filed 12/23/76.]

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).

[Order 76-30, § 132R-200-020, filed 12/23/76.]