

CENTRAL WASHINGTON UNIVERSITY POLICY FOR CLASSIFIED EMPLOYEES

TITLE: PERSONNEL RECORDS POLICY

APPLIES TO: Non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.

REFERENCE: Chapter 357-22 of the Washington Administrative Code (WAC), Personnel Records

EFFECTIVE: July 1, 2005

POLICY

PURPOSE: To address requirements of WAC 357-22 and relevant state laws. This policy is to be used in conjunction with the WAC and university procedures.

POLICY

STATEMENT: Central Washington University shall make every effort to protect employee privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any employee's personnel record.

ADMINISTRATIVE RESPONSIBILITY

The President's Cabinet shall:

- Render decisions on matters for which authority has not otherwise been granted.

Human Resources shall:

- Develop and recommend personnel record policy.
- Administer this policy in accordance with the WAC, the Revised Code of Washington (RCW), and university procedures.
- Develop procedures for personnel records including access and retention.
- Provide interpretation and consultation to managers and supervisors regarding this policy, the WAC, and university procedures.

**WAC 357-22-015
Must an employer develop
and publish a policy on
personnel files?**

Each employer must develop and publish a policy pertaining to the retention and confidentiality of personnel records in accordance with chapter 357-22 WAC and all relevant state and federal laws. The employer's policy must include the requirement that personnel and payroll records are open to the inspection of the board, state auditor, the director or director's designee, and prospective employers.

DEFINITION

Personnel Record: Official file of each classified employee, showing a record of employment and other information required for business and legal purposes.

MAINTENANCE AND ACCESS

Personnel records are maintained in a secure environment and access is limited to protect employee privacy. Access to an employee's personnel file is restricted to the employee and those in his or her chain of command, individuals authorized access to the file in the conduct of official university business,

and prospective general state government and higher education employers. Personnel records are also open to the inspection of the Washington Personnel Resources Board, the state auditor, the director of the Department of Personnel or the director's designee.

Review or dissemination of personnel records will be monitored so that only those parties authorized by the employee, and those parties identified in this policy, approved administratively, or legally warranted, receive them.

RETENTION

University records by statutory definition are public property and must be maintained, transferred, and destroyed according to records retention schedules approved by the State Records Committee.