Title: Personnel Records

Date Submitted: 4/1/2020

Submitted by (Individual): Traci Fjellstad

Department: Human Resources

Division: BFA

Policy Number: 

Procedure Number: CWUR 3-40-100

☐ New
☑ Revision

☐ The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes ☐ No ☑
(If yes, please attach a spread sheet that provides an analysis of the impact.)

Consultation and Review
Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.

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Summary of Impact:

Summary of policy/procedure: procedure for handling personnel records

Itemization of changes (revision documents): no changes
CWUR 3-40-100 Personnel Records

Applies to - non-represented classified employees. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

(1) Administrative responsibility

(A) The president’s cabinet shall:

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

(B) Human resources shall:

1. Develop and recommend personnel record policy.

2. Administer this policy in accordance with the WAC, the Revised Code of Washington (RCW), and university procedures.

3. Develop procedures for personnel records including access and retention.

4. Provide interpretation and consultation to managers and supervisors regarding this policy, the WAC, and university procedures.

(2) Definition

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

[Responsibility: BFA; Authority: Chapter 357-22 of the Washington Administrative Code (WAC), Personnel Records, CWUP 2-30-170; Reviewed/Endorsed by: PAC (3/16/2005); 07/01/2005; 07/01/2008; 03/30/2012; Review/Effective Date: 04/15/2020 Approved by: James L. Gaudino, President]