

	Personnel File		
Human Resources	Administrative Procedure TBD	Page 1 of 1	June 2005

1.0 Personnel File Objective and Responsibilities

Columbia Basin College (CBC) maintains an official personnel file for each employee in the Human Resources Office. The personnel file includes such information as the employees job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

2.0 Access to Personnel Files

Generally, only supervisors and management personnel of CBC who have legitimate reasons to review information in a file are allowed to do so. An employee who wishes to review his or her own file should contact the Human Resources Department. At reasonable times and with reasonable notice, an employee, and if applicable his or her union representative, may review the employee's personnel file in CBC's Human Resource Office in the presence of an individual appointed by CBC to maintain the files.

3.0 Health and Medical Information Maintained Separately

Health and medical information obtained by CBC will be maintained in a separate, confidential file. CBC does not require employees to provide information about health or medical conditions of the employee or the employee's family unless such information is related to the performance of duties within the scope of employment, fitness to hold the employee's position or the provision of benefits requested by the employee.

4.0 Public Records Request

CBC shall release personnel information in compliance with the Public Records Act pursuant to Chapter 42.17 RCW.

5.0 Represented Personnel

- 5.1 All other rights and responsibilities associated with personnel files will be handled in accordance with bargained for collective bargaining agreements for the following units of employees:
- 5.1.1 Represented Classified Staff: WPEA Collective Bargaining Agreement
 - 5.1.2 Represented Faculty: AHE Collective Bargaining Agreement.