

Records Maintenance

Human Resource Services is responsible for maintaining Administrative Professional personnel files including: Personnel Action Forms, letters of recommendation, resumes, annual reviews, letters of awards, letters of reprimand, and other communications between the employee and administrator. Anonymous communications or other communications not provided directly to the employee are not accepted.

Position Description Files

Position description files for Administrative Professional positions are maintained by Human Resource Services. A revised position description must be submitted to Human Resource Services if changes are made to position duties. The position description is used for title determination, recruitment, performance evaluation, salary determination, and reasonable accommodation. It is critical that the position description provide a complete and accurate description of the position's duties and responsibilities. Employing officials may examine the position description files for employees in their units at any time. Employees also may examine their own position description file at any time.

Public Records Request

Public access to public record information is handled by the Public Records Officer, Office of Procedures and Forms, Information Technology Building 3089, PO Box 641225, Pullman, WA 99164-1225; 509-335-3928.