



Board Policy: Personnel Files	Policy Number: BP02: 03.020
Article: 2.) Governance and Administration Section: 3.) Human Resources	Adopted by the BOT: 11/08/1999 Reviewed:
Applicable WAC/RCW: N/A	Page 1 of 1

BP02: 03.020 Personnel Files

The Human Resources Office shall be responsible for maintaining personnel files for all employees and for establishing appropriate regulations related to employee access and rights of employers and employees.