



# WASHINGTON MILITARY DEPARTMENT POLICY

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Human Resource Policy Number 03-800-05

**PERSONNEL AND PAYROLL FILES  
FOR NON-REPRESENTED EMPLOYEES**

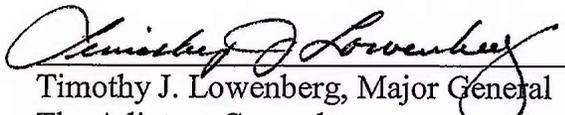
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Supersedes: All previous Washington Military Department policies and documents of the same or similar name prior to the effective date of this policy.

**Effective Date: July 1, 2005**

1. **Purpose.** The purpose of this policy is to provide Washington Military Department management and staff with a reference to WAC 357-22 and the applicable chapters that provide guidelines for personnel files.
2. **Applicability.** This policy applies to all non-represented state employees of the Washington Military Department (WMD). It does not apply to state employees who are in Collective Bargaining Units and / or that are covered by Collective Bargaining Agreements. Additionally, it does not apply to guard members on state active duty or federal personnel to include Active Guard Reservist (AGRs), traditional guard personnel in federal military status or military technicians.
3. **Reference.** WAC 357-22, Personnel Files
4. **Definitions.**
  - a. **Public Records:** Any written information relating to the conduct of the Department or the performance of its functions, which is prepared, owned, used, or retained by the Department regardless of physical form or characteristics.
  - b. **Personnel File:** A file of written records or documents which is created and designated as the official repository for information pertaining to each employee's employment history, and such other information as may be necessary for department personnel administration.
5. **Policy.** A personnel file shall be maintained for each state employee of the Department. The Adjutant General (TAG)/Department Director is the official custodian of all Department employee personnel and payroll files. The Human Resource Director and Finance Director are the file custodian designees for the Personnel and Payroll files respectively.
  - a. All Department employee personnel files will consist of a file maintained by the Human Resource Division (The Personnel File) and a file maintained by the Finance Division / Payroll Office (The Payroll File).

- b. The Human Resource Director and staff are authorized to establish, maintain and process of all department personnel files.
- c. The Finance Director, Accounting Manager and payroll staff are authorized to establish, maintain and process of all department payroll files.
- d. A separate Employee Occupation Health Record (EOHR) will be maintained for employee medical information.
- e. Access to employee personnel and payroll files is restricted to
  - i. The employee of record,
  - ii. Supervisors in the chain of command,
  - iii. Human Resource staff in the performance of their duties,
  - iv. Finance Division /Payroll staff in the performance of their duties,
  - v. Other individuals with written authorization from the employee of record. The written authorization will be maintained as part of the file.
- f. Personnel files may not be removed from the Human Resource Office without permission of the Human Resource Director. Payroll file may not be removed from the Payroll Office or the Payroll Office without permission of the Finance Director.
- g. Employees may review their personnel and/or payroll files during normal business hours upon prior notification to the Human Resource and /or Payroll Offices.
- h. Corrective, disciplinary or other materials that may adversely impact employment shall not be place in the personnel / payroll files without the knowledge of the employees.
- i. Employees may request the removal of official personnel and/or payroll documents from their files. These requests will be processed through the chain of command. The final approval / denial will be made on a case-by case basis and is at the discretion of the TAG (Department Director).

  
Timothy J. Lowenberg, Major General  
The Adjutant General  
Director, WMD

June 23, 2005  
Date