

**Eastern Washington University
Office of Human Resources**

Procedure for providing information to Shop Stewards

Article 6.7 – Access to Information

Employees and the Union will have access to University-held information in accord with RCW 42.17 and University Policy.

The following is a procedure to use to implement the access of records:

When an employee and/or steward requests access to a supervisor's records, the supervisor shall do the following:

- (1) Ask for the request in writing from the steward and/or employee;
- (2) Inform the steward and/or employee that s/he will gather the materials requested and have them reviewed to ensure compliance with RCW 42.17;
- (3) The supervisor will review the materials with his/her Human Resources Associate before releasing information;
- (4) Prior to the release of the information, the employee whose records were requested must be informed in writing in advance and allowed an opportunity to challenge the appropriateness of the request; and
- (5) When a determination has been made to release information, the supervisor will make two copies of the documents (one copy for the steward and/or employee) and one copy for the supervisor's records.

If you have any questions regarding this procedure, please contact Human Resource Services.