

## **Conduct of Campus Guests and Visitors**

Administrative Professional employees should be aware of conduct regulations for campus guests and visitors as follows.

Guests and visitors will observe the rules and regulations of the University while on the campus or other University property. Those who willfully refuse to obey an order of a uniformed campus security officer or other law enforcement officer to desist from conduct prohibited by the University rules and regulations may be ejected from the premises. Refusal to obey such an order will subject the person to arrest under the provisions of the criminal trespass statutes, in addition to such other sanctions as may be applicable.

## **File Access**

### ***Personnel Files***

Employees may examine their personnel files by either making a written request to Human Resource Services or bringing a copy of picture identification to the Human Resource Office, 139 French Administration Building, PO Box 641014, Pullman, WA 99164-1014; 509-335-4521.

## **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 (HRS). A revised position description must be submitted to HRS 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.

## **Career and Personal Development**

### ***Career Advancement***

Administrative Professional employees are eligible to apply for open positions with the University through the normal application and hiring procedures. Administrative Professional employees may be eligible for a title/title code change when there has been a substantial change in duties that results in the addition of significant responsibility. For information and assistance, please call Human Resource Services at 509-335-4521 or refer to the web site [hrs.wsu.edu/](http://hrs.wsu.edu/)