

## CCS Administrative Procedure

### 2.90.01 – C Request for Representation Records

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#### Implementing Board Policy [2.90.01](#)

Contact: Human Resources

#### 1.0 Classification Objective and Responsibilities (summary of Board of Trustees Policy 2.90.01)

Community Colleges of Spokane, aware of its obligations as an institution of higher education and steward of the public trust, will conduct all labor relations activities in good faith, with the objective of furthering the values and objectives of the Board of Trustees and the best interest of students. Consistent with this objective, CCS will make available to recognized employee representatives those records and information necessary for the fair representation of its employees and as determined appropriate under existing and future law and regulations.

- 1.1 Pursuant to [RCW 41.80](#), CCS will consider and where appropriate provide information to a union representing its members for the purpose of representational activities.
- 1.2 A procedure for requesting and fulfilling the request for representation records will be established and maintained by the Chief Administration Officer.
- 1.3 Non-represented employees call access records following the process contained in Administrative Procedure [1.50.02-A](#), Public Records Request.

#### 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 **Representation Record:** Those documents determined necessary to ensure fair representation of a CCS employee by his/her exclusive representative.
- 2.2 **Exclusive representative:** The representative body recognized by official action of the Board of Trustees to represent CCS member employees.
- 2.3 **HR Records Officer:** the individual assigned by the Chief Administration Officer as responsible for accepting, considering, and processing representation records under this procedure.

#### 3.0 Requesting representation records: In order to provide an orderly process for responding to union requests, the following procedure shall govern requests for information from bargaining representatives.

- 3.1 Requests shall be submitted in writing to the Human Resources Office.
- 3.2 Requests may be submitted in person, via U.S. mail, or via fax using the [CCS Request for Representation Records form](#), to the following address or fax number:

**Community Colleges of Spokane**  
**Attention HR Records Officer, MS 1004**  
**501 N. Riverpoint Blvd, Suite 125**  
**PO Box 6000**  
**Spokane, WA 99217-6000**  
**Fax: 509/434-5055**

The form will be made available on the CCS Human Resources website as well.

- 3.3 Requests may be submitted via e-mail to the Human Resources Office using the following e-mail address: [hro@ccs.spokane.edu](mailto:hro@ccs.spokane.edu). E-mail requests must include the following information in order to ensure a complete and timely response:
- 3.3.1 Contact name, address, phone number, fax number, and e-mail address.
  - 3.3.2 Bargaining Representative for (employee name).
  - 3.3.3 A detailed description of the requested information.
- 3.4 Upon receipt of a request, CCS will acknowledge receipt in writing; and:
- 3.4.1 give reasonable estimate of time that CCS will need to provide the information;
  - 3.4.2 request further information to clarify the request;
  - 3.4.3 indicate that CCS will be providing third party notification; and/or
  - 3.4.4 deny the request and attempt to resolve the reason for the denial so that information can be provided.
- 3.5 Reimbursement: CCS requires reimbursement for costs associated with providing documents to third parties. Payment is required prior to release of the documents. Payment may be made by cash (exact amount required), check (payable to CCS), or credit card. Fees for providing copies are:
- 3.5.1 Copies will be made on CCS equipment by an authorized staff member and charged at the current public records rate (see Administrative Procedure 1.50.02-A)
  - 3.5.2 Actual postage or shipping costs, if applicable, to mail or ship the records.
  - 3.5.3 No fee shall be assessed for inspection of records.
- 3.6 Payment for records shall be remitted to the CCS Business Office at 501 N. Riverpoint Blvd, Suite 204, Spokane, Washington, Monday through Friday, with the exception of holidays. Office hours are 8 am to 5:00 pm.
- 3.7 Pick-Up or Inspection of Records: Records are available for pickup only after payment is made. A CCS receipt is required as proof of payment. Records may be picked up at 501 N. Riverpoint Blvd, Suite 125, Spokane, Washington, Monday through Friday, with the exception of holidays. Office hours are 8:00 am to 5:00 pm.
- 3.7.1 If the representative prefers to schedule a specific time to inspect records prior to requesting copying by indicating that preference on the request. If the representative fails to indicate a preference the assumption will be that the representative wants copies and will need to make payment before picking up or inspecting those copied records.

Requests for information that is or likely will be contained within the employee's personnel file require a written and dated release from the employee authorizing the review/release of such information to the requestor. The HR Records Officer will provide a release form upon request.