



Community Colleges of Spokane REQUEST FOR REPRESENTATION RECORDS

Requesting party _____ Date _____
Name / Agency

Address _____

Telephone _____ Fax _____ E-mail _____

Signature _____

Individual named above seeks to:

- Inspect, or
- Receive copy of records meeting the following criteria:

Action by HR Records Officer

Date request received _____ Request granted

Department to provide records _____ Date requestor notified _____

Subject _____

Inspection only Copies Requested Number of pages _____
 (15¢ per copy) _____

Request Denied Receipt number _____

Reason and disposition: _____

Request Completed

Copies Received _____ Date _____
Requestor

Date copies mailed _____

Signature _____ Date _____
HR Records Officer or Designee

Procedures for Representation Records Request

Pursuant to RCW 41.80, CCS will provide information to a union representing its members for the purpose of representational activities. In order to provide an orderly process for responding to union requests, the following procedures govern requests for information from exclusive bargaining representatives.

1. Requests shall be submitted in writing to the human resources office for Community Colleges of Spokane.
2. Requests may be submitted in person, via U.S. mail, or via fax using the *CCS Request for Representation Records*, 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

3. Requests may be submitted via e-mail to the human resources office using the following e-mail address: hro@ccs.spokane.edu. E-mail requests must include the following information in order to ensure a complete and timely response:

- Contact name, address, phone number, fax number, and e-mail address.
- Exclusive Bargaining Representative for _____.
- A detailed description of the requested information.

4. Upon receipt of a request, CCS will acknowledge receipt of the request in writing; and

- a. give reasonable estimate of time that CCS will need to provide the information;
- b. request further information to clarify the request;
- c. indicate that CCS will be providing third party notification; and/or
- d. deny the request and attempt to resolve the reason for the denial so that information can be provided.

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:

- a. Fifteen cents (15¢) per page. Copies will be made on CCS equipment by an authorized staff member.
- b. Actual postage or shipping costs, if applicable, to mail or ship the records.
- c. No fee shall be assessed for inspection of records.

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 12:30 pm and 1:30 pm to 5:00 pm. You may call 509/434-5275, if you have questions or would like to schedule a specific time to make payment for records.

6. Pick-Up or Inspection of Records: Records are available for pickup only after payment is made. A 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 am to 5:00 pm. You may call 509/434-5040, if you have questions or would like to schedule a specific time to pick up the records.

If you would like to schedule a specific time to inspect records prior to requesting copying, please indicate your preference on your request. If you fail to indicate your preference the assumption will be you want copies and you 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. Please contact the HR Records Officer for a release form and/or questions.