

AMENDATORY SECTION (Amending WSR 05-01-198, filed 12/21/04, effective 7/1/05)

**WAC 357-22-020 Can an employee review ((his/her)) their personnel file?** An employee and/or any person authorized in writing by the employee may review the employee's personnel file at least annually according to the policy of the employer.

AMENDATORY SECTION (Amending WSR 05-01-198, filed 12/21/04, effective 7/1/05)

**WAC 357-22-045 When may an employee add information in ((his/her)) their personnel file?** After an employee becomes aware that adverse information has been placed in ((his/her)) their personnel file, ((he/she)) the employee has the right to add a statement of rebuttal or correction of such information. At anytime, an employee has the right to add job performance information to ((his/her)) their personnel file.