

## **Procedure - Personnel Records**

### **Location**

The district will maintain a personnel file for each of its employees.

### **Staff Member's Access to Personnel File**

At least annually, any employee has the right to inspect materials from the employee's own personnel file during regular business hours.

For purposes of this Policy, an employee's personnel file includes:

- All job application records;
- All performance evaluations;
- All nonactive or closed disciplinary records;
- All leave and reasonable accommodation records;
- All payroll records; and
- All employment agreements.

This definition does not supersede Washington state or federal privacy laws regarding nondisclosure.

Nothing in this Procedure requires the district to create a retention schedule for personnel records nor does it require the district to create personnel records.

When requested by an employee, former employee, or their designee, the district must provide a copy of the personnel file in accordance with the timelines established under Washington's Public Records Act, RCW 42.56.

For purposes of this Procedure, "former employee" means a person who separated from employment within three years of the person's request.

The superintendent has authorized access to personnel records to the individuals filling the following positions: Assistant Superintendent, Superintendent's Secretary, Business Manager, Payroll, and Human Resources.

The superintendent or designee must be present when an employee is given access to the employee's personnel file in order to offer the staff member assistance and interpretation of material contained in the file.

The district may establish a copy fee.

### **Access by Others to a Personnel File**

Any person authorized by a valid court order will have access to personnel files.

Principals and/or immediate supervisors may examine the files of staff employed in their building.

Any individual who has the written permission of a staff member may request to examine the staff member's records.

### **Contents of Personnel File**

A personnel file may contain, but is not limited to, professional certificates, transcripts from colleges or universities, a record of previous employment, evaluations, professional assessment instruments, letters of recommendation and copies of district contracts. All material in the personnel file must be related to the staff member's work, position, salary or employment status in the district. Annually, an employee may petition that the district review all information in the personnel file. The district will determine if there is any irrelevant information and will remove all such from the file. If the employee does not concur with the material that remains, the employee may file a statement of rebuttal or correction to be placed into the file. A former employee retains the right of rebuttal or correction for up to two years after employment is terminated.

**Adding Material**

The superintendent or designee is responsible for placing material in the proper personnel file [within 10 days of receipt or origination of said material unless a different timeline is established through an applicable Collective Bargaining Agreement for the employee. All materials placed in a personnel file should be signed and dated. When material is adverse to an employee, the person responsible for placing this material in the employee's file must forward a copy of the material to the employee. Unless a different timeline is established through an applicable Collective Bargaining Agreement, any material critical of an employee which is not shown to the employee within 10 days after placement in the employee's file will not be allowed as evidence in any grievance or disciplinary action against such employee.

**Staff Member's Right to Appeal**

An employee may appeal to the superintendent for the removal of any material placed in the employee's personnel file. This must be done by requesting a conference with the party involved for the purpose of examining the questioned material. If the employee is not satisfied with the decision, the employee may file a grievance according to district policy.