

Personnel Records

The district shall organize, compile and maintain personnel records and files for each staff member of the district which shall be kept secure under the authority of the superintendent. The contents of the files shall be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the personnel files. Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents. Any confidential college or university credentials or other confidential pre-employment materials received by the district shall be returned to the sender or destroyed at the time of employment by the board.

A certificated or classified staff member shall be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member.

A staff member annually may petition that the superintendent review all information in the staff member's personnel file(s) that is regularly maintained by the district as a part of his/her business records or is subject to reference for information given to persons outside of the district. The superintendent or designee shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If a staff member does not agree with the superintendent's determination, the staff member may at his or her request have placed in the staff member's personnel file a statement containing a rebuttal or correction.

1. The district shall maintain a personnel file for each of its staff members

A staff member may have access to his/her personnel file and may examine and copy materials from and/or have copies made of his/her personnel file during regular business hours. The superintendent or his/her designee must be present when a staff member is given access to his/her personnel file in order to offer the staff member assistance and interpret material contained in the file. The district has an established copy fee; see operational procedure 4340.

2. Access by Others to a Personnel File

In addition to the superintendent and his/her designee, a member of the board, when authorized through board action, shall have access to staff personnel files.

Any person authorized by a valid court order shall 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.

3. 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. A staff member may petition that the human resources office review all information in the personnel file. The human resources office shall determine if there is any irrelevant information and shall remove all such from the file. If the staff member does not concur with the material that remains, the staff member may file a statement of rebuttal or correction to be placed into the file.

4. Adding Material

The superintendent is responsible for placing material in the proper personnel file in accordance with conditions of applicable collective bargaining agreements. All materials placed in a personnel file shall be signed and dated. When material is critical of a staff member, the person responsible for placing this material in the staff member's file must forward a copy of the material to the staff member.

5. Staff Member's Right to Object to Material Added

5.1 Appeal

A staff member may appeal to the superintendent for the removal of any material placed in his/her personnel file. This must be done by requesting a conference with the party involved for the purpose of examining the questioned material. If the staff member is not satisfied with the decision, he/she may file a grievance according to district operational procedures.

5.2 Rebuttal

A staff member has the right to submit a written statement of rebuttal relating to any material in his/her personnel file and have the written rebuttal placed within the file. A former staff member shall retain the right of rebuttal or correction for a period not to exceed two (2) years.

Cross Reference:

(cf.: 4340 – Public Access to District Records)

Legal References:

RCW 28A.405.250 Certificated employees, applicants for certificated position, not to be discriminated against—Right to inspect personnel file
RCW 42.17.310(1) Certain personal and other records exempt (from public inspection)
RCW 49.12.240-260 Employee inspection of personnel file

Adoption Date:

000613

090615