

Personnel Records

The district will organize, compile and maintain personnel records and files for each employee of the district which will be kept secure under the authority of the superintendent. The contents of the files will be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the personnel files. Employees who have access to the files will 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 will be returned to the sender or destroyed.

Employees will be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized employee. Employees must schedule an appointment to review their personnel file. If an employee believes the file contains irrelevant or erroneous information they may petition Human Resources to have the material removed. If the employee does not agree with Human Resources determination the employee may have placed in their personnel file a statement containing a rebuttal or correction.

All documents, communications and records dealing with the processing of a grievance will be maintained in a separate file and will not be kept in the personnel file of the aggrieved.

Cross Reference:	Board Policy 4040	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
	42.56.230(2)	Certain personal and other records exempt (from public inspection)
	49.12.240-260	Employee inspection of personnel file