



Personnel Records

Section 5000 - Personnel

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.

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

~~Any~~ staff member ~~annually~~ may ~~request, petition at least annually,~~ that the superintendent ~~/designee~~ review all information in the staff member's personnel file(s) ~~that is regularly maintained by the district as a part of his business records or is subject to reference for information given to persons outside of the district. The superintendent shall to~~ determine if there is any irrelevant or erroneous information in the file(s), and ~~will~~ 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.

Cross References: 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

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