

	<p>PERSONNEL RECORDS</p>	<p>Policy No. 5260</p> <p>October 19, 2011</p> <p>Page 1 of 1</p>
---	--------------------------	---

The district shall organize, compile and maintain personnel records and files for each staff member, which shall be kept in a secure location. The contents of the files shall be available to the Superintendent or his/her designee and to those staff authorized by the Superintendent or his/her designee to organize, compile and maintain the personnel files. Staff who have access to the files shall be required to maintain the confidentiality of the files and their contents.

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 Human Resources staff member.

A staff member annually may petition that the Superintendent or his/her designee review all information in the staff member's personnel file(s) that is regularly maintained by the district as a part of his or her business records or is subject to reference for information given to persons outside of the district. The Superintendent or his/her 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 or his/her designee'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.

Adopted: October 2011

Revised:

Cross Reference: Policy No. 4040

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 28A.405.250 Certificated employees, applicants for certificated position, not to be discriminated against--Right to inspect personnel file; RCW 42.56.230(2) Certain personal and other records exempt (from public inspection); RCW 49.12.240-260 Employee inspection of personnel file

Management Resources: