

Personnel

Certificated and Classified Staff Personnel Records Procedures

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

Staff Member's Access to their Personnel File

Any staff member has the right to examine and copy materials from and/or have copies made of their personnel file during regular business hours.

1. The Superintendent or other designees must be present when a staff member is given access to their file in order to offer the staff member assistance and interpretation of material contained in the file.
2. Unless otherwise agreed through a Collective Bargaining Agreement or by other agreement the fees for records are \$.15 per page for hard copies. For electronic copies the fees are 10 cents per page scanned, 5 cents for 4 files/or attachments provided by electronic delivery, 10 cents/gigabyte of electronic records transmission, the actual costs of storage media, container, envelope, postage/delivery charge. Charges can be combined if more than one type of charge applies.

Access by Others to a Personnel File

1. Any person authorized by a valid court order will have access to personnel files.
2. Building principals and/or immediate supervisors may examine the files of staff employed in their building.
3. Any individual who has the written permission of a staff member may request to examine the staff member's records.
4. Some materials in a staff members' personnel file may be subject to disclosure upon receipt of a public records requests, pursuant to Chapter 42.56 RCW. The district will provide employees with notices of such request for materials in employee personnel files that are required by RCW 42.56.250(2).

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 recommendations 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 personnel office review all information in the personnel file. The personnel office will determine if there is any irrelevant information and will 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 in the file. Unless otherwise agreed through a Collective Bargaining Agreement or by other agreement, a former staff member will retain the right of rebuttal or correction for a period not to exceed two (2) years.

Retention of Documents on Verbal or Physical Abuse or Sexual Misconduct

The district will not agree to remove or expunge documents concerning a current or former employee's verbal or physical abuse, or sexual misconduct, from any district file or to otherwise suppress information about verbal or physical abuse, or sexual misconduct by a current or former employee. However, the district may remove or expunge documents about alleged verbal or physical abuse or sexual misconduct that has not been substantiated.

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