

PERSONNEL

Certificated and Classified Employee Records

The district shall organize, compile and maintain personnel records and files for each employee 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. Employees who have access to the files shall be required to maintain the confidentiality of the files and their contents.

Every employee shall be permitted, during normal district business hours, to review the contents of his or her personnel file in the presence of another authorized district employee.

Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file
	RCW 42.56.210	Certain personal and other records exempt from public inspection
	RCW 49.12.240-260	Employee inspection of personnel file

Adoption Date: October 10, 2006