

PERSONNEL RECORDS

The NWESD 189 will maintain permanent personnel files which shall be kept in the NWESD 189 main office for each employee. One file shall be kept by the payroll staff and shall contain payroll information, contracts, tax information, transcripts, etc. A second file shall be kept by the personnel staff and shall contain application materials, evaluations, evidence of any required certification/license, and other nonfiscal information.

Immediate supervisors may maintain a working folder of current information related to past and future evaluations of employees.

A copy of any complaint and/or derogatory material relating to an employee must be given to the employee at the time the material is placed in the employee's permanent personnel file. The employee shall have the exclusive right to attach a signed and dated response to any such material. Any written response to complaints and/or derogatory material placed in an employee's permanent personnel file must be presented by the employee within ten (10) days of the date the material to which the response is being made was received by the employee.

An employee shall have the right to examine his/her personnel files in the presence of the immediate supervisor, personnel director, or Superintendent's designee. A staff member may appeal in writing to the Superintendent for the removal of any material placed in his/her personnel file within the last year.

First Reading:

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Reference:

RCW 28A.405.250  
RCW 42.56.230(2)  
RCW 49.12.240-260

Cross Reference:

Policy 4340  
Policy 6511  
Policy 6512