

Personnel Records

The ESD organizes, compiles and maintains personnel records and files for each employee in a secure manner. The contents of personnel files are available to the Superintendent, an employee's supervisor, program manager or department head, and to those staff authorized by the Superintendent to organize, compile and maintain the files. Any confidential college or university credentials or other confidential pre-employment materials received by the ESD will be maintained in personnel records.

An employee's personnel file is available to him/her for examination by appointment. The Superintendent's designee shall be present while an employee examines his/her file. The files of personnel who have left the employ of the ESD shall be kept per state retention requirements.

An employee, no more often than once a year, may request a review of all information in the employee's personnel file(s) to determine if there is any irrelevant or erroneous information in the file(s). Irrelevant or erroneous information will be removed from the file. If an employee does not agree with the determination to retain or remove information from the personnel file, the employee may at his or her request have placed in the personnel file a statement containing a rebuttal or correction.

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(3) Certain personal and other records exempt (from public inspection).

RCW 49.12.240-260 Employee inspection of personnel file.

Adoption Date: **4-10-75**

Revised Dates: **1-20-77; 1-23-79; 1-24-84; 3-29-88; 3-26-91; 2-23-93; 1-1-17**

Renumbered: **312 to 5260 1-1-17**