



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007

PERSONNEL FILES

III-H

PERSONNEL RECORDS

Supervisors may maintain an information file for employees for whom they have formal evaluation responsibility, subject to conditions specified in the applicable collective bargaining agreement (if any). A copy of any complaint and/or derogatory material relating to an employee must be given to the employee within the period of time stipulated in the applicable collective bargaining agreement (if any) if the material is to be placed in the personnel file or used as evidence in any grievance or disciplinary action taken against the employee. 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 personnel file must be presented within ten (10) working days of the date the material to which the response is being made was received by the employee.

PERSONNEL RECORDS PROCEDURES AND ACCESS

When an employee resigns or retires, his/her building/department information file shall be forwarded to the Human Resources office.

Access to the personnel records of employees shall be restricted to the following persons:

1. the employee;
2. the supervisor(s) of employee;
3. board of directors, District legal counsel, the superintendent, assistant superintendents, affirmative action staff, human resources office staff, and (*with written permission of the employee*) applicable district personnel selection committees; and
4. other individuals specifically authorized in writing by the employee.

EMPLOYEE PROCEDURE FOR REVIEWING PERSONNEL FILE

The following will apply to any Edmonds School District employee wishing to review his/her personnel file:

1. Identification is required in order for the employee to review his/her personnel file.
2. The employee must review the file in the Human Resources office in the presence of a Human Resources office staff member, and may be accompanied by a person of the employee's choosing.
3. Materials may not be deleted from the file. Materials must be kept in the same order that they appear in the file. If the employee believes there is erroneous or irrelevant information in the file she/he may add a statement of correction or rebuttal to the file by submitting a written request to do so to the appropriate Human Resources Director.
4. When the employee comes to the Human Resources office to review his/her personnel file, every effort will be made to accommodate the employee. However, it may be necessary for the employee to make an appointment to review the file at a later date.
5. The employee may request a copy of any materials included in his/her personnel file. The district reserves the right to make a minimal charge for the cost of reproducing such materials.