

Personnel Records

The Edmonds School District will organize, compile, and maintain personnel records and files for each staff member of the district which will be kept secure under the authority of the superintendent/designee. The contents of the personnel files will be available to the superintendent/designee and to those staff authorized by the superintendent/designee to organize, compile and maintain the files. Any confidential college or university credentials or other confidential pre-employment materials received by the district will be returned to the sender or maintained in personnel records, such as an application file.

A certificated or classified staff member will be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member. Personnel files may be maintained by the district in hard copy or in an electronic format.

A staff member may request the superintendent/designee to remove information in the personnel file according to the terms of the applicable collective bargaining agreement.

The district will maintain files separate from the personnel file for confidential personnel information, such as a file for personal medical information, and a file for criminal history background checks.

Supervisors may maintain an information file for employees under their supervision.

Cross References

4040 – Public Access to District Records

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

Management Resources

2015 - October Policy Issue

Adoption Date: 01.20.77

Edmonds School District

Classification: Priority

Revised Dates: 04.17.84; 01.07.86; 05.04.93; 11.29.16; 06.27.17