

## **PERSONNEL FILES**

This policy applies to all Washington School for the Deaf employees who are not subject to a collective bargaining agreement.

There will be one (1) official personnel file maintained by the Washington School for the Deaf for each employee. Official personnel files are in a secure location in the administrative building. The Human Resources representative has the ultimate authority and responsibility to manage and maintain the agencies personnel files. All references to “supervisory file” in this policy refer to a file kept by the employee’s first-line supervisor.

An employee may examine his or her own personnel file and supervisory file. Review of the personnel file will be in the presence of the Human Resources representative or designee during business hours unless otherwise arranged. Written authorization from the employee is required before any representative of the employee will be granted access to the personnel file. The employee and/or representative may not remove any contents; however, an employee may provide a written rebuttal to any information in the file that he/she considers objectionable. WSD may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or his/her representative.

The Superintendent may access any employees’ personnel file. An employee’s designated supervisor will be granted access to personnel files for evaluation purposes. Review of the personnel file will be in the presence of the Human Resources representative or designee during business hours unless otherwise arranged.

In addition, in accordance with WAC 357-22, the following persons are also authorized to access personnel files without the prior authorization of the employee:

- Washington State Personnel Resources Board
- State Auditor
- The Director of the Department of Personnel or Director’s designee
- Prospective Washington State government employers

A copy of any material that might lead to disciplinary action will be provided to the employee. An employee may have documents relevant to his/her work performance placed in his/her personnel file.

Adverse material or information related to alleged misconduct that is determined to be false and all such information in situations where the employee has been fully exonerated of wrongdoing will be removed from the employee's personnel file. The employer may retain this information in a legal defense file and it will only be used or released when required by a regulatory agency (acting in their regulatory capacity), in the defense of an appeal or legal action, or as otherwise required by law.

Medical files will be kept separate and confidential in accordance with state and federal law.

Legal Reference: WAC 357-22

**Adoption Date: October 20, 2005**