

## ARTICLE 8 - Personnel Records

- 8.1 ~~Any classified employee shall have the right to review the contents of the employee's own personnel file during the employee's normal office working hours.~~ An employee shall have the right to obtain an ESD-certified true copy of the contents of the employee's personnel file within seven (7) calendar days of request when documents are readily available; when personnel contents are not readily accessible, contents shall be provided within fourteen (14) calendar days. ~~Once each school year, at~~ At the request of the employee, a copy of the personnel file or any portions identified by the employee (for example, recent file additions) will be sent by courier to the employee at the employee's ~~service center~~ worksite or by secure file transfer, whichever the employee prefers. Digital copies shall be provided at no cost to the employee. Once per year, there will be no charge for the produced personnel file in paper form; thereafter, The the employee will be charged the ESD's customary copying fee, ~~if applicable,~~ for this service. ~~The first twenty-five (25) pages per year will be at no charge to the employee.~~
- 8.2 An employee may file a written rebuttal to anything placed therein. Such rebuttal, once filed, shall be a permanent part of the file. No disciplinary action, evaluation, or complaint will be entered into the employee's personnel file without the employee being given the opportunity to sign one of the prior mentioned documents and being given a copy of the document. An employee's signature does not mean agreement with the document, but only that the employee has seen the document and received a copy. If the employee refuses to sign the document, the refusal will be noted and a copy of the document will be given to the employee and placed in the personnel file.
- 8.3 Employees shall have access to their personnel files. Artifacts of progressive discipline shall be considered temporary contents of a personnel file and, upon request of the employee, may be removed from the personnel file after three (3) years, provided that no subsequent such entries have been made in the file. If the written material addresses flagrant misconduct then the Superintendent may have the material remain in the file. An employee will have the right to indicate ~~those any~~ documents in the personnel file, which the employee believes to be obsolete or otherwise inappropriate for retention. The documents in question will be reviewed by the Superintendent, and if the Superintendent agrees, the documents will be withdrawn from the file. ~~The Superintendent's decision on the matter will be final and binding.~~