



Policy HR 3.2 Employee Personnel File

Adopted by the Library Board of Trustees: 01/24/2013

The Library shall maintain a personnel file for each Library Employee. The personnel file will contain the employee's job application materials and information about the employee's record of past and current job classifications and salaries, training records, letters of appreciation and commendation, performance evaluations, and any discipline issued.

Any information about the employee's medical status and employment verification (I-9) will be maintained in files separate from the employee's personnel file in accordance with applicable laws.

1. File access and review

The employee's personnel file is the property of the Library District and is a confidential document. The management and oversight of the personnel file will be conducted with a degree of confidentiality consistent with Washington law, except as required by law or legal process. The employee's supervisor or prospective supervisor within NOLS may review an employee's personnel file but will be required to sign the Personnel File Review form (Appendix A.1). Any and all other access to an employee's personnel file will be permitted only to those with a legitimate business need in the interest of the employer or upon written authorization of the employee.

Any individual, other than authorized Administration staff, reviewing the employee's personnel file will sign the review sheet which will be maintained in the personnel file for the duration of the employee's employment and for seven years after the employee's separation from Library employment.

An employee may review his/her personnel file by scheduling an appointment with the Library Director, or designee in writing. The employee may review the file in the presence of the Library Director or designee in the Library's administrative offices.

An employee shall have the opportunity to submit rebuttal or corrective information in accordance with State law. (RCW 49.12.250).

2. Copy Request

A current or former Library employee may request and receive one copy of each document contained in the official personnel file not more than once annually, for which the Employer may charge the employee the actual cost permitted by public records laws of Washington. Any other party requesting a copy of the personnel file will be charged the current copying fee.

3. Administration

The Library Director or his/her designee is responsible for managing all employment-related files.