

## **Personnel Records Procedure**

An employee has limited access to their electronic personnel file as needed through the agencies HRM system. To review their complete personnel file including older paper files, it shall be at a time and place which is mutually agreeable to the personnel director, supervisor, and the employee. Such review shall be done in the company of an ESD 123 administrator or designee, as applicable and, if desired, a person of the employee's choosing. An employee may print or copy any of the materials included in their personnel file. ESD 123 may charge for such copies.

When an employee is transferred, resigns, or retires, their departmental personnel file shall be forwarded to the personnel office for filing in a "dormant" status.

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

1. employee;
2. supervisor(s) of the employee;
3. Board of Directors, as appropriate;
4. ESD 123 legal counsel;
5. Superintendent;
6. personnel director;
7. any individual specifically authorized in writing by the employee; and/or
8. clerical and supervisory personnel responsible for maintaining the personnel files.

Whenever someone other than those authorized in this policy requests access to an employee's record, they shall be entitled to inspect and/or copy only that portion of the record whose disclosure will not violate the employee's right of privacy.

ESD 123 shall keep personnel records in accordance with the Records Management Manual and General Records Retention Schedule, published by the Office of the Secretary of State:

- Employee personnel files – 6 years
- Employment requisition/personnel action request – 2 years
- Job announcement or posting – 2 years
- Employment interview evaluation files – 2 years
- Employment application, non-hired – 1 year
- Employee contracts – 6 years
- Professional credit committee file – until termination of employment
- Job descriptions – until superseded
- Employee directory – until superseded

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