



**2.11. Employee Personnel Records.** A personnel file for each employee is maintained by the District, and access is generally limited to the employee, the Aquatics Manager and the District General Manager unless broader disclosure is required by law. Records, such as “return to work” statements, shall be maintained in a confidential file which is separate from other personnel records. Usually, an employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, awards and recognition, personnel actions affecting the employee, including discipline, and other pertinent information.

**2.11.1.** An employee may periodically review his/her personnel file. An employee may place pertinent information in his/her personnel file with the approval of the supervisor, District General Manager or designee. An employee may also request removal of irrelevant or erroneous information in his/her personnel file. If the management denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

**2.11.2.** Confidential personnel records shall not be released to any unauthorized individual except with the written consent of the employee or in response to valid court orders, subpoenas or governmental requests directing the provision of information from personnel records. Some personnel records may also be subject to disclosure in response to a request under the Public Records Act (RCW 42.56.0910 [3]).

**2.11.3.** When a current employee needs the District to verify employment (such as for a loan approval), the employee should advise the Manager(s), District General Manager or designee of the need at the earliest opportunity so they can verify the authorization to release employment information.

