

Article 10 — Personnel Files

A. Each staff member will have the right, upon request to the Superintendent, to review the contents of his/her personnel file, except for confidential placement information originating outside the District, and to receive a copy without cost of any documents it contains. This file shall contain materials relevant to the staff member's employment and shall be the repository of such materials. A staff member may, at his/her request, have a representative of the Council accompany him/her during this review. Each staff member's personnel file, subject to review, shall contain the following minimum information:

1. All evaluation reports.
2. E.S.D. staff members will register with the office the Superintendent their valid teaching certificate or license including all renewals and additional endorsements.
3. Complete transcripts of all academic records, which shall be furnished by the bargaining unit member.
4. Copies of annual contracts of the staff member shall be available for the staff member's inspection in the District office.

The staff member may respond in writing to any item placed in the staff member's personnel file and the response will be included in the personnel file.

B. No disciplinary action, evaluation document, or complaint will be placed into a member's personnel file without a copy being provided to the member. Normally, the member will be asked to acknowledge receipt of a copy by affixing the member's signature to the file copy. Such a signature is not to be construed as indicating agreement with the contents thereof.

Information contained in working files shall be emptied or placed in the personnel file within two years of initial placement in the working file. The intent is relevant information shall be incorporated in the bi-annual summative evaluation.

Information not used in an evaluation or placed in the personnel file may be kept in an investigative file for the District to use as evidence that they take matters seriously and investigate accordingly.

C. Document(s) related to performance or discipline shall not be placed in a bargaining unit member's file more than thirty (30) days after termination.