



Administrative Regulation 4111.2 Personnel Records

Responsible Office: Office of Human Resources

REGULATION

1. All placement office and personal references regarding any licensed employee which originate outside of the Washoe County School District shall be placed in a confidential file not subject to inspection by the licensed employee concerned.
2. Unless contrary to any agreement with an employee association, all materials and information placed in the personnel file of any licensed employee by a supervisor or administrator of the Washoe County School District, shall be available to the licensed employee for inspection upon request.
 - a. Any information originating within the Washoe County School District, which is disparaging to the professional reputation of the licensed employee shall not be placed in the personal file until the licensed employee has had an opportunity to read such material and discuss the material and related information with the employee's immediate supervisor or administrator.
 - b. The licensed employee shall be requested to acknowledge in writing that such individual has read the material with the understanding that such acknowledgment shall not necessarily indicate agreement with all or any part of the material concerned.
3. Licensed employees who wish to place in their personnel file a reasonable amount of information which is pertinent to their employment performance may do so by requesting such action through the Chief Human Resources Officer.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel

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REVISION HISTORY

Date	Revision	Modification
3/9/1971	1.0	Adopted
7/21/1976 10/27/1992 7/14/1998	2.0	Revisions