

## Policy — 5230

### Personnel

#### Personnel Records

The district shall organize, compile and maintain personnel records and files for each regularly employed staff member of the district which shall be kept secure under the authority of the superintendent. The contents of the files shall be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the personnel files. Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents.

A staff member shall be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member and will be provided copies of materials contained in the file if requested. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

A staff member annually may petition that the superintendent review all information in the staff member's personnel file(s) that is regularly maintained by the district as a part of his business records or is subject to reference for information given to persons outside of the district. The superintendent shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If a staff member does not agree with the superintendent's determination, the staff member may at his or her request have placed in the staff member's personnel file a statement containing a rebuttal or correction.

Confidential references shall not be available to the employee for inspection.

When material is placed in a professional employee's file, the employee shall receive written notification from the Superintendent within five working days.

By mutual agreement between the Superintendent and the employee, the employee shall have the right to place pertinent material in his/her file.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency.

Within twenty (20) business days after receipt of a statement signed by an employee or former employee, any and all material contained in the personnel file related to job performance or job related conduct of an employee may be disclosed in good faith to another Idaho district, so long as the statement provides the appropriate consent for the release of documents and further releases this school district and its employees from any liability for providing the requested information.

Documentation relating to job performance or job-related conduct of an employee includes the following:

- Application materials
- Contracts of employment
- All annual evaluations
- Letters of reprimand or direction;
- Letters of commendation or award;
- Disciplinary actions and documentation of disciplinary investigations;
- Recommendations for probation, notices of probation, and notices of removal from probation;
- Recommendations for termination or nonrenewal;
- Notices of termination or nonrenewal;
- Notices from the Idaho Professional Standards Commission or other similar state agency of action taken against an individual's certificate; and
- Any rebuttal documentation filed by the employee related to any of the above documents.

The District will retain and destroy personnel records in accordance with State and Federal Laws and Regulations.

Legal Reference:

Idaho Code Sections: I.C. § 9-340C Records Exempt for Disclosure  
I.C. § 33-517 Non-certificated Personnel  
I.C. § 33-518 Employee Personnel Files  
I.C. § 33-1210 Information on Past Job Performance

Adopted: December 2015