

PERSONNEL RECORDS AND FILES

The Superintendent or his/her designee is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. The District's Human Resources Department maintains a cumulative personnel file for each employee. Such file ordinarily includes an employee's home address and telephone number, financial information, and other information maintained because of the employer-employee relationship.
2. Employees may, upon request, review the contents of their own personnel files, with the exception of references and recommendations provided to the District, or as otherwise required by law. Employees should contact the Human Resources Department to review their records, and allow up to three business days to process the request.
3. An employee may submit a written response to and copy at his/her own expense any personnel records to which he/she has access. However, while the District may include the written response in the employee's file, the District is not required to review or consider the response in any of its decisions.
4. Except as provided by law, personnel records of an individual employee are not available for public inspection. Under applicable law, the following personnel records are available for public inspection:
 - a. Applications of past and current employees;
 - b. Employment agreements;
 - c. Any amount paid or benefit provided incident to termination of employment;
 - d. Performance ratings, except for performance evaluations for licensed employees as noted below; and
 - e. Any compensation, including expense allowances and benefits.
5. Except as provided by law, performance evaluation reports and all records used in preparing such reports, shall be made available to the employee who is the subject of the report, to the administrators who supervise the employee's work, to a hearing officer conducting a dismissal hearing, to a court reviewing a dismissal decision or to anyone to whom the law permits disclosure. (Notwithstanding the above, the evaluation report of the Superintendent, as it relates to his/her performance in fulfilling the adopted District objectives, fiscal management of the District, District planning responsibilities, and supervision and evaluation of District personnel, shall be open for inspection by any person at reasonable times.)
6. To the extent required by law, an employee's written performance evaluation or other personnel record shall not reflect any good faith actions of such employee which were in compliance with the District's policies that relate to student conduct and/or discipline.

7. Except as required by law, an employee's home address and telephone number shall not be released to the general public.
8. To the extent permitted by law, personnel records shall be available upon request to the Board of Education.
9. The Human Resources Department shall strive to maintain a record of the names of individuals reviewing each personnel file (except for Human Resources staff) and the date each file was reviewed.

Adopted September 1972
Revised January 1985
Revised June 1988
Revised September 1993
Revised March 2001
Revised March 2011
Reviewed May 27, 2015
Reviewed October 10, 2018

LEGAL REFS.: C.R.S. § 22-9-109
C.R.S. § 24-72-202(4.5)
C.R.S. § 24-72-204(3)(a)(II)
C.R.S. § 22-32-109.1(9)(e)

CROSS REFS.: CBIA, Public Inspection of Superintendent's Evaluation
EHC, Educational Technology Resources
GBJ-R, Personnel Records and Files (Electronic Requisitions)
KDB, Public's Right to Know/Freedom of Information

CONTRACT REFS.: CSEA Master Agreement
Education Support Professionals (ESP) Handbook
Executive Professional Handbook