File: GBJ

Personnel Records and Files

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, will be accurately maintained in the district administrative office. Personnel records will include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records may also include the specific date of an educator's absence from work.

2. All personnel records of individual employees will be considered confidential except for the information listed below. They will not be open for public inspection. The superintendent and designees will take the necessary steps to safeguard against unauthorized access or use of all confidential material.

3. Employees have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.

4. The following information in personnel records and files is available for public inspection:

   a. Applications of past or current employees

   b. Employment agreements

   c. Any amount paid or benefit provided incident to termination of employment

   d. Performance ratings except for evaluations of licensed and unlicensed educators as noted below

   e. Any compensation including expense allowances and benefits

5. The evaluation report of licensed and unlicensed educators, including teachers, principals, administrators, special services providers, and education support professionals and all public records used in preparing the evaluation report are confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation are open to public inspection, in accordance with state law.

6. District employees' home addresses and telephone numbers will not be released for general public or commercial use.

7. District employees' medical records must be kept in separate files and kept confidential in accordance with applicable law and Board policy.

Adopted: March 15, 2016
Revised: November 15 2022
Revised: October 15 2024

LEGAL REFS.: C.R.S. 18-9-313(1)(b.5) (definition of educator)
C.R.S. 22-9-109 (educator evaluations - exemption from public inspection)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 24-19-108 (1)(c) (exceptions to public records)
C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

CROSS REFS.: CBB, Recruitment of Superintendent
GCE/GCF, Professional Staff Recruiting/Hiring
KDB, Public's Right to Know/Freedom of Information