

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, certificated and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of his own personnel file, 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 shall be 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 as noted below of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of certificated personnel, and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the administrators who supervise his work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision; except the portions of the superintendent's evaluation which
6. In accordance with applicable law and district policy.
7. Adopted September 24, 1991 shall be open to public inspection, in accordance with state law.
8. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the district's discipline code.
9. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
10. Personnel records shall be available upon request to members of the Board of Education.

District employee's medical records shall be kept in a separate file and shall be kept confidential

Revised to conform with practice: date of manual adoption

Revised October 28, 2008

LEGAL REFS: C.R.S. 22-9-109
 C.R.S. 22-9-109.1(9)(immunity provision in safe schools law)
 C.R.S. 22-32-110 (4)(c)
 C.R.S. 24-19-108 (1)(c)
 C.R.S. 24-72-202 (1.3) and (4.5)

C.R.S. 24-72-204

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