



## **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 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. Each employee 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 certified and administrative evaluations as noted below
  - e. Any compensation including expense allowances and benefits
5. The evaluation report of certificated/licensed personnel, with the exception of the superintendent 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.

6. 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.
7. Lists of district employees' names and address shall not be released for general public use.
8. Personnel records shall be available upon request to members of the Board of Education.

Adopted: April 1972

Revised: December 1974

Revised: December 1981

Revised: March 1988

Revised: September 1993

Revised to conform with practice: May 22, 1995

Revised: January 22, 1996

#### LEGAL REFS:

C.R.S. 22-9-109

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

CBIA, Public Inspection of Superintendent's Evaluation

GCE/GCF, Professional Staff Recruiting/Hiring

JK, Student Discipline

KDB, Public's Right to Know/Freedom of Information