

## ***Superintendent File: GBJ***

### **PERSONNEL RECORDS AND FILES**

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

1. A personnel file for each employee shall be accurately maintained in the District administrative office.
2. In addition to the application for employment and references, such files shall contain records and information relative to compensation, evaluations, and such other information as may be considered pertinent.
3. All personnel records of individual employees shall be considered confidential and therefore shall not be open for public inspection, except as otherwise provided by law.
4. The evaluation reports of certificated personnel, with the exception of those portions of the superintendent's evaluation report specified in law, and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the administrators and officials with a legitimate supervisory interest, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.
5. Each employee shall have the right, within 72 hours after giving written notice to his or her supervisor, to review the contents of his or her 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.
6. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
7. The superintendent or designee shall take the necessary steps to safeguard against unauthorized use and disclosure of all confidential material.
8. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law.

Current practice codified 1978

Adopted: date of manual adoption

Revised: December 21, 1999

Repealed by the Board and re-enacted and revised by the Superintendent: August 5, 2003

Revised: November 27, 2006

**LEGAL REFS.:**

C.R.S. 22-9-109

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