

### **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 or classified, shall be accurately maintained in the Office of Human Resource Services. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. The personnel file/folder maintained in the Office of Human Resource Services is the only “official” personnel file/folder for an employee.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
3. 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. Any compensation including expense allowances and benefits
4. In order to assist the District in making an accurate determination of the information which is requested, and to assist the District in keeping records of requests, all requests shall be made in writing with the district form, GBJ-E, attached, and submitted to the Office of Human Resource Services. Anyone requesting a release of information should be sent a copy of the request form (GBJ-E) and a copy of this regulation.
5. A person who has the right to inspect a public record also has the right to request that he/she be furnished a copy of the record. The fee for copying public records will be \$1.25 per page unless actual costs exceed that amount.
6. If the release of records pertains to specific employees, the District will notify these current or former employees of the district that a specific person or entity has requested information from their personnel records and files. This notification will contain the name, address and phone number of the person or entity making the request. Form GBJ-E solicits a basis for the request.
7. Under reasonable circumstances, no more than 3 business days, shall be allowed for

- compiling, copying, handling, and mailing of the requested materials by district personnel, unless extenuating circumstances exist.
8. The following shall have the right to place an item into an employee's personnel file or to have access to an employee's personnel file: the employee, the employee's supervisors, the supervisor's supervisor(s), Assistant Superintendent, Superintendent and/or members of the Board of Education, and Human Resource Services Office staff.
  9. Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of the Gallup Organization's Teacher Perceiver Interview scores and references and recommendations provided to the District on a confidential basis by universities, colleges, or persons not connected with the District.
  10. No material which is derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the materials. This does not apply to confidential evaluations and credentials secured in the process of employment nor does it apply to the Gallup Interview. The employee shall acknowledge that (s)he has had the opportunity to review such material by affixing his/her signature to the copy to be filed. Signing of the form by the employee shall not imply agreement with the contents of the document, but merely indicates that the concerns of the document were discussed. The employee shall also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent (or his/her designee) and attached to the file copy.
  11. Upon the recommendation of an employee's supervisor AND approval of the Superintendent of Schools, non-criminal derogatory remarks may be removed from an employee's personnel file after two years following the date that the item was placed in the individual's personnel file. An employee wishing to have an item removed from his/her personnel file will utilize the following process:
    - a. The employee must make written application to his/her supervisor to have the non-criminal derogatory remark considered for removal from the personnel file.
    - b. The supervisor will review the request of the employee to remove the item(s) from the employee's personnel file.
    - c. If the supervisor agrees that the item can be deleted from the personnel file, the supervisor will forward a written recommendation to the Superintendent of Schools within 21 calendar days after receiving the request from the employee. If the supervisor does not agree that the item(s) should be removed from the employee's personnel file, the supervisor will inform the employee in writing of his/her decision. In the case where the supervisor denies the request, the employee will have the right to appeal the decision to the Superintendent of Schools.

- d. The Superintendent will review the recommendation from the supervisor or appeal from the employee and will respond in writing to the supervisor and to the employee within 21 days after receiving the recommendation or appeal. The Superintendent will notify the employee, the supervisor, and the Human Resource Services Office of his/her recommendation.
12. The evaluation report of 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 the employee's work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.
13. 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 student discipline code.
14. List of district employees' names, addresses and phone numbers shall not be released for general public use.

Each school district receiving Title I funds must notify parents of their right to know the qualifications of their child's teacher. Upon written request from the parent, the district will provide information about the teacher's qualifications. This information must not violate any confidentiality rights of the teachers, (i.e. official transcripts would be inappropriate for parents to view).

A letter informing parents that their child's teacher does not meet the federal definition of highly qualified teacher must be sent if a student is instructed by a teacher for more than four weeks. This letter must be sent in a timely manner to the parents of the children in the classroom.

The Director of Finance or Superintendent has the ability to request an audit of personnel records with approval from the Board.

LEGAL REF.: C.R.S. 22-9-109  
C.R.S. 22-32-109.1 (9) (*immunity provisions in safe schools law*)  
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 REF.: CBB, Recruitment of Superintendent  
CBIA\*, Public Inspection of Superintendent's Evaluation  
GCE/GCF Professional Staff Recruiting/Hiring  
GBGA, Staff Health and Safety  
JK, Student Discipline  
KDB, Public's Right to Know/Freedom of Information