

## **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, 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 opened for public inspection. The superintendent and designees shall take the necessary steps to safeguard against unauthorized use of confidential material.
3. Employees shall 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 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 of licensed personnel as noted below
  - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed 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 or her work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision; except that portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
  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. District employee's home addresses and telephone numbers shall not be released for general public or commercial use.
  8. Personnel records shall be available upon request to members of the Board of Education.
  9. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and district policy.

Adopted: February 10, 1981

Revised: September 14, 1993

Revised: September 27, 1994

Revised: October 12, 2010

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

Swink School District #33, Swink, Colorado