

**ALL DISTRICT PERSONNEL**

This district will maintain a personnel file for each employee. Each personnel file will contain any and all material relevant to the evaluation of the employee, any and all job-related conduct and/or job performance.

Timely notice will be given to the employee of all materials placed in the personnel file. The employee will have the right to attach a rebuttal to any materials that are objected to by the employee *within thirty (30) days of receipt of notice of such placement*.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency.

Within 20 business days after receipt of a statement signed by an employee or former employee, any and all material contained in the personnel file related to job performance or job related conduct of an employee may be disclosed in good faith to another Idaho district, so long as the statement provides the appropriate consent for the release of documents and further releases this school district and its employees from any liability for providing the requested information.

Documentation relating to the job performance or job-related conduct of an employee includes the following:

- All annual evaluations;
- Letters of reprimand or direction;
- Letters of commendation or award;
- Disciplinary actions and documentation of disciplinary investigations;
- Recommendations for probation, notices of probation, and notices of removal from probation;
- Recommendations for termination or nonrenewal;
- Notices of termination or nonrenewal;
- Notices from the Idaho professional standards commission or other similar state agency of action taken against an individual's certificate; and
- Any rebuttal documentation filed by the employee relative to any of the above documents.

An employee has the right to access his or her own personnel file upon request and will be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

Upon separation from employment with the district, all documents from any other file, including an investigative file, will be moved into the former employee’s personnel file. Names of any student, fellow employees or complainants, other than the employee’s administrative supervisor or administrative author of a document shall be redacted prior to the record being moved into the personnel file. The former employee will be provided a copy of the documents and written notice of the inclusion of the information into his/her personnel file to the former employee’s last known address.

In the event the district elects to enter into a resignation or severance agreement with an employee, no provision in the agreement will allow for the suppressing of information concerning negative job performance, or allow for expunging information regarding unethical conduct from the district’s personnel, investigative or other files regarding the employee. *Unsubstantiated allegations of verbal or physical abuse or sexual misconduct will not be maintained in a personnel file.*

**NON-CERTIFICATED DISTRICT PERSONNEL**

Each non-certificated employee of this district will be required to review and sign any entries made to his or her personnel file. The employee may inspect documents contained in his or her official personnel file at reasonable times and places, in the presence of appropriate district officials.



**LEGAL REFERENCE:**

- Idaho Code Sections
- 9-340C(1)
- 33-517
- 33-518
- 33-1210

**ADOPTED: March 13, 2000 Vonda Pattee, Chairman**  
**REVIEWED: 2009-2010, 2012-1013**  
**AMENDED: June 11, 2013 Bill Long, Chairman**  
**AMENDED:**