

## PERSONNEL RECORDS

The Bonneville Joint School District No. 93 maintains a complete personnel record for every employee. Such file shall be kept in the Human Resources Department. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent/designee, principal, the employee, or the employee's designee or representative and school districts requesting information pursuant to Idaho Code 33-1210.

### Guidelines

#### Access to Information

1. A log of those persons other than the Superintendent/designee, principal or other administrative staff, will be kept indicating the date of inspection, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies of requested records.
2. In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school.
3. Access to other information contained in the personnel records of District employees is governed by Policy # 4297 Public Access to District Records.
4. Pursuant to Idaho Code 33-1210, not later than twenty (20) days after receiving a request, Human Resources shall release information regarding job performance or job related conduct, to school districts requesting such information for hiring purposes.

#### Employees Files

1. Employees' files should contain at a minimum the following records:
  - a. Application materials;
  - b. Evaluation information;
  - c. Rebuttals to performance evaluations;
  - d. Written reprimands, directives, commendations, or awards;
  - e. Communications from the administration; and
  - f. Original statements/releases to/from hiring school districts.
3. In addition a certificated employee's official file should contain at a minimum the following additional records:

- a. Certificate;
- b. Official transcripts;
- c. Lane change information;
- d. Contracts of employment; and
- e. Portfolio materials.

### **Acknowledgment of Evaluative Information**

Each employee will have the opportunity to sign any evaluative information being placed in the employee's personnel file.

1. Should an employee refuse to sign any entry or record in his/her personnel file, a notation shall be placed in the file documenting such refusal.
2. An employee cannot prevent the placement of information in his/her file by refusing to sign any document.

### **Opportunity for Rebuttal**

1. The employee will have the opportunity to attach a rebuttal to any information being placed in the employee's personnel file.
2. An employee will have 10 work days from the date of written notice of placement to attach a statement or notification of rebuttal.

Adopted 01-11-2006                      Reviewed 03-11-2020                      Revised 09-10-2014

Cross Reference: Public Access to District Records #4297  
Classified Evaluation #5130  
Evaluation of Educators and Pupil Personnel Certificate Holders #5140

Legal Reference: 29 USC § 201, *et seq.* The Fair Labor Standards Act of 1985  
29 U.S.C. § 516.3 Bona fide executive, administrative, and professional employees (including academic administrative personnel and teachers in elementary or secondary schools), and outside sales employees employed pursuant to section 13(a)(1) of the Act.  
Idaho Code § 33-517 Non-certificated Personnel  
Idaho Code § 33-518 Employee personnel files  
Idaho Code § 33-1210 Information on past job performance  
Idaho Code § 74-106 Records Exempt from Disclosure-Personnel Files, etc.