

POST FALLS SCHOOL DISTRICT NO. 273

Series 400: Certified Personnel: Employment

Policy No. 402.12

Policy Title: Personnel Records

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It is the policy of the Board of Trustees that a personnel file will be established and maintained for every employee in the Post Falls School District. Each personnel file will contain any and all material relevant to the evaluation of the employee.

Personnel records are not considered to be public records. The only persons with access to personnel records will be the employee, the building principal, the superintendent, the superintendent's administrative designee, the administrative staff responsible for the maintenance and review of the records and school districts requesting information based upon Idaho Code for hiring.

The personnel file will also include a signed "Job Performance Record Release Form" which will be sent to the applicant's current and past employers, including employers outside the State of Idaho, authorizing the release of all information related to the job performance and/or job-related conduct of the applicant.

Each employee will be notified when any materials other than regular payroll documents are placed in that employee's personnel file.

Legal References:

I.C. § 33-518

I.C. § 33-1210

I.C. § 74-106

Employee Personnel Files

Information on Past Job Performance

Records Exempt from Disclosure

Applicable Procedural Regulations: 402.12a

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