

Personnel Records and Files

The administrator 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, certificated and classified, shall be accurately maintained in the charter school 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 open for public inspection. The administrator and designees shall take the necessary steps to safeguard against unauthorized use of all 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 charter school on a confidential basis by universities, colleges, or persons not connected with the charter school.
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 teacher evaluations as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of certificated personnel, with the exception of the administrator and all public records used in preparing the evaluation report, shall be confidential and available only to the employee, to the administrators who supervise the person's work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.
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 charter school's discipline code.
7. Lists of charter school employee's names and address shall not be released for general public use.
8. Personnel records shall be available upon request to members of the Charter Board.
9. Employees medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and school policy.
10. At a much later date, these records may be saved electronically on a secure server.

LEGAL REFS: C.R.S. 22-9-109
C.R.S. 22-32-110 (4)(c)
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 Administrator
GCE/GCF, Professional Staff Recruiting/Hiring
JK, Student Discipline
KDB, Public's Right to Know/Freedom of Information

First Reading: 4-7-2015

Adoption Date: 5-5-2015

Lake George Charter School