

GAK Personnel Records (See CEI, CGI, GACD, GBI, and GCI)

GAK

Personnel files required by the district shall be confidential and generally in the custody of the human resources department. Unless otherwise provided in the negotiated agreement for employees to whom such applies, personnel records shall be handled in accordance with this policy.

Except as otherwise provided herein or in the negotiated agreement as applicable, employees have the right to inspect and/or copy their files upon advance notice to the human resources department, under the supervision of such department or an appropriate supervisor, and during normal business hours. Confidential references or evaluations obtained prior to employment by the district shall not be available for inspection or copying by the employee.

All records and files maintained by the district should be screened periodically by the custodian of records or designee. All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise provided by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request, the superintendent or designee may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);

- job description and duties while in the district's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted earlier in this policy to which an employee may have access.

Prohibition on Aiding and Abetting Sexual Abuse

Pursuant to the federal Every Student Succeeds Act, the board prohibits the board, individual board members, and any individual or entity who is a district employee, contractor, or agent from assisting a district employee, contractor, or agent in obtaining a new job if the board, individual, or entity knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned individuals or entities participate in

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the routine transmission of administrative and personnel files in accordance with law and this policy.

Approved: 7/24/17

KASB Recommendation – 7/02; 4/07; 4/16; 4/17