

**Rolling Hills Public Charter School**

**PERSONNEL**

**5500P**

**Procedures for Releasing Personnel Records to Hiring Schools**

1. No later than twenty (20) days after receiving a request from a hiring school under the provisions of Idaho Code 12-1210 the Charter School shall provide the information requested and make available to the hiring school copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. Note – The Charter School may provide records in electronic format.
2. No Board member or Charter School employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school, the Charter School may choose to expunge information from an employee's personnel file relating to *alleged* verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school, the Charter School shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The Charter School shall also redact student names from investigative or other documentation in the employee's/former employee's file as well as any medical documentation.
5. No Charter School employee who in good faith discloses information to the hiring school either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Cross Reference: 5100  
5500

Hiring Process and Criteria  
Personnel Files

Legal Reference: I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on: 8/30/2012

Revised on: