

The Executive Director is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder and records contained in it for each employee, licensed and classified, shall be accurately maintained in its administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records also include the specific date of an educator's absence from work.
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 Executive Director and designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Each employee shall have the right, upon request, to review the contents of their own personnel file, with the exception of references and recommendations provided to Windsor Charter Academy on a confidential basis by universities, colleges, or persons not connected with Windsor Charter Academy.
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 evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel, and all public records used in preparing the evaluation report, shall be confidential and available only to those permitted access under state law. Portions of the Executive Director's evaluation shall be open to public inspection, in accordance with state law.
6. A written evaluation of any other personnel record shall not reflect any good-faith actions of any employee that were in compliance with the Windsor Charter Academy's discipline code.
7. Lists of Windsor Charter Academy's employees' names, addresses, and phone numbers shall not be released for general public or commercial use.
8. Personnel records shall be available upon request to members of the Executive Board.

Windsor Charter Academy Executive Board

Adopted: February 2023

Legal References

C.R.S. 22-9-109.1 (9)

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 References

GCE-GCF-R Professional Staff Recruiting/Hiring