

1 Joint School District No. 2, Meridian  
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.  
3 STAFF PERSONNEL

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5 Series 400

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7 Policy Title Official Personnel Files and Code No. 403.30  
8 Information on Past Job Performance

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10 PERSONNEL RECORDS

11 The official personnel file will be maintained at the district service center. Complaints by  
12 students, parents, or patrons directed toward an employee shall not become a part of  
13 the employee's personnel file unless such complaints have been first reported to the  
14 employee involved. The employee concerned shall be given an opportunity to attach  
15 written comments, explanations and/or rebuttals to any such complaints.

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17 Personnel files are confidential with the exception of information contained in the file  
18 pertaining to public service or employment history, classification, pay grade and step,  
19 longevity, gross salary and salary history, status, workplace and employing agency.

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21 An employee has the right to access his or her own personnel file upon request and  
22 shall, in a timely manner, be provided copies of materials contained in the file. However,  
23 an employee is not entitled to access letters of recommendation or material used to  
24 screen and test for employment.

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26 Working File

27 Each principal may keep for one year a working file folder on each staff member  
28 assigned to his/her building. At the end of the academic year the working file will be  
29 purged.

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31 Information on Past Job Performance

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33 Joint School District No. 2 adopts Idaho Code 33-1210 as policy.  
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39 Date of Revision:  
40 03/17/09; 8/14/12

Legal Reference:  
Code of Idaho 9-340; 33-518  
33-1210; 33-517; 33-1208A

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