

**STAFF PERSONNEL
SERIES 400**

401.5

TITLE: EMPLOYER RECOMMENDATIONS

At the request of the current or former employee, **the superintendent or designated program manager** may provide information about the job performance, professional conduct, or evaluation of a former or current employee to a prospective employer of the employee.

Pursuant to the requirements of the Idaho Code, if the District is in receipt of a request from a prospective employer for documentation relating to the job performance or job related conduct (or personnel file, investigative file or any other maintained file) of a current or former employee pursuant to Section 33-1210, Idaho Code, and received a copy of the employee or former employee's release for such files, the District shall provide such documentation as required pursuant to the aforementioned section of the Idaho Code to the requesting Idaho Public School within a period of twenty (20) business days after receipt of the request.

Neither the Board nor its employees acting on behalf of the School District may be held civilly liable for the disclosure (in writing, printed material, electronic material or orally) or the consequences of providing the information, so long as the information was provided in good faith, the information was not false or misleading, the information was not disclosed with reckless disregard for the truth or that the disclosure of the information in question was specifically prohibited by state or federal law.

This School District shall not maintain a blacklist or notify any other employer that any current or former employee has been blacklisted by this district for the purpose of preventing the employee from receiving employment.

LEGAL REFERENCE:

Idaho Code Section 44-201, 33-1210

Revised: 11/14/11

Revised: [9/9/13](#)