

**NO DNH Code (Revision to Policy GBP- Prohibited Personnel Practices: GBJ- Personnel Records and Files: GCAA- Application for Position)**

The district shall not designate, label or code in any record of the district that an employee or former employee is ineligible for rehire **unless the employee or former employee was terminated for cause or signed a separation agreement in lieu of termination.**

Information contained in records kept and maintained by the district in accordance with Board Policy GBJ, including but not necessarily limited to an applicant's evaluation, letters of direction, disciplinary action taken, termination for cause, separation agreements or resignations, may be considered by hiring administrators in screening applicants that are re-applying for positions in the district. A copy of this policy shall be provided to employees in advance of signing a separation agreement.

**Revisions to Policy GBJ**

Personnel records, a supervisor's employee desk file, employee evaluations, employee disciplinary records, and other records relating to a person's employment with the district, are public records. The district shall retain them unless state law, including but not limited to, the Arizona State Library and Archives Records Retention Schedule, or applicable employee agreements, requires their destruction.

The district and its employees shall act in good faith when providing employment references and verification of employment for current and former employees. Employment references shall consist of dates of employment, positions held, salary, an employee's disciplinary record, performance evaluations, and any additional information directly related to an employee's performance in positions held. In accordance with ARS 23-1361, a copy of any written communication regarding employment must be sent by the employer providing the information to the employee's last known address.