

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 5000 - Personnel**

EMPLOYER RECOMMENDATIONS POLICY 5004

The Superintendent or designee will provide the following public information about a former or current employee to a prospective employer of that employee: employment history, classification, pay grade and step longevity, gross salary and salary history, status, and workplace. In addition, upon receiving written authority from the employee, the Superintendent or designee may provide information relative to the employee's job performance, professional conduct, or evaluation. Neither the Board nor its Administration may be held civilly liable for the disclosure or the consequences of providing the information, so long as the information was provided in good faith.

The District will not provide prospective employers with copies of a current or former employee's personnel file. The employee is responsible for requesting a copy of his/her personnel file and forwarding it to the prospective employer.

Any and all information regarding a substance abuse testing program will be kept confidential by the District.

This School District will 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.

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LEGAL REFERENCE:

Idaho Code Sections:

9-340C(1)

44-201

72-1712

ADOPTED: 06/11/02 (Implementation July 2002)

REVISED: 10/11/05