

<b>Category:</b> <b>7000 PERSONNEL</b>	<b>Policy Number: 7560</b>
<b>Policy Title: Employer Recommendations</b>	<b>Effective Date:</b> <b>February 20, 2019</b>

Upon request from another Idaho school district, this district will make available information on an applicant's past job performance and/or job related conduct as described in Idaho Code §33-1210(1)(b) and Policy 7580. Such information will be provided within twenty (20) business days after receiving the request. In accordance with Idaho law, names of any student or fellow employee complainant, other than the employee's administrative evaluator or administrative author of communication to the employee, will be redacted from such provided documentation.

The district may provide information about the job performance, professional conduct, or evaluation of a former or current employee to a prospective employer that is not a school district at the request of the prospective employer or the current or former employee. Any information provided will be provided in good faith.

This 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.

Any and all information regarding a current or former employee received through a substance abuse testing program will be held confidential by the district and will not be disclosed to a prospective employer unless such disclosure is approved in writing by the current or former employee.



**LEGAL REFERENCE:**

- Idaho Code Sections
- 33-1210—(Information on Past Job Performance)
- 44-201—(Employer Duties)
- 72-1712—Confidentiality of Information

**CROSS REFERENCE:**

- Policy 7580—(Information on Past Job Performance)

**ADOPTED: 02/21/2018**

**AMENDED: 02/20/2019**