

PERSONNEL RECORDS

Present and past employees have access to their personnel information maintained by the Gloucester County School Division. No separate employee files shall be maintained which are not available for that employee's inspection.

If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information must be sent to the Office of Human Resources. The Executive Director of Human Resources and Compliance will comply to a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information of Act (Va. Code § 2.2-3700 et. seq.), or other law or court order. The employee will be notified of the request for records.

The superintendent or superintendent's designee is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all school board employees may be reproduced and maintained in digital or paper format.

Teacher performance indicators, or other data collected by or for the Department of Education or the School Board or made available to and able to be used to judge the performance or quality of a teacher, maintained in a teacher's personnel file or otherwise is confidential but may be disclosed, in a form that does not personally identify any student or other teacher, (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release of or limits the availability of non-identifying, aggregate teacher performance indicators or other data.

- ADOPTED:** February 8, 1983
- REVISED:** November 11, 1986
July 1, 1991
December 14, 2004
October 10, 2006
September 10, 2013
November 12, 2013
October 13, 2015
February 9, 2016
September 13, 2016
- LEGAL REFERENCES:** Code of Virginia, 1950, as amended, §§ 2.2-3705.1, 2.2-3800 et seq., 22.1-295.1.
- CROSS REFERENCE:** CBA Qualifications and Duties of the Superintendent
GBLA Third Party Complaints Against Employees