

PERSONNEL RECORDS

Present and past employees shall have access to their personnel information maintained by the Alexandria City Public Schools. No separate employee information shall be maintained which is not available for that employee's inspection.

The school division shall not maintain, in any employee file, information determined to be unfounded after a reasonable administrative review by Human Resources. Human Resources may retain such information in a separate sealed file if such information alleges civil or criminal offenses.

If information relative to employment is requested by banks or other third parties, written permission from the employee to release such information is required, except to comply with a court order, a lawfully issued subpoena, Va. Code § 2.2-3700, *et seq.*, or other law. The employee shall be notified of the request for records.

The Superintendent 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 produced 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 or limits the availability of nonidentifying, aggregate teacher performance indicators or other data.

Adopted: January 7, 1999
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Legal Ref.: Code of Virginia, 1950, as amended, §§2.2-3705.1, 2.2-3800 *et seq.* 22.1-295.1.

Cross Ref.: CBA Qualifications and Duties for the Superintendent
 GBLA Third Party Complaints Against Employees