

PERSONNEL RECORDS

Present and past employees have access to their personnel information maintained by the Alexandria City Public Schools (ACPS).

If information relative to employment is requested by banks or establishments or individuals, written permission from the employee to release such information is required, except to comply with a court order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-3700, *et seq.*), or other law. 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 Alexandria City School Board (Board). Personnel files of all Board employees may be produced and maintained in digital or paper format.

Teacher performance indicators, or other data used by or for the Department of Education or the Board or made available to and able to 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 non identifying, aggregate teacher performance indicators or other data.

Adopted: January 7, 1999
Amended: November 21, 2002
Amended: April 20, 2006
Amended: June 11, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, *et seq.*; 2.2-3800 *et seq.*; 22.1-295.1 and 40.1-28.7:4.

Cross Ref.: GBLA Third Party Complaints Against Employees

PERSONNEL RECORDS

Present and past employees ~~shall~~ have access to their personnel ~~files and records, which are information~~ maintained by the Alexandria City Public Schools (ACPS). ~~No separate employee files may shall be maintained which are 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 ~~establishments or individual~~ 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, the Virginia Freedom of Information Act (Va. Code § 2.2-3700.2-3700, *et seq.*), or other law. The employee ~~shall~~ 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 Alexandria City School Board (Board). Personnel files of all ~~School~~ Board employees may be produced and maintained in digital or paper format.

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Commented [1]: Notes:
- Keeping records on supervisees. Cannot keep a record on an individual, but does not prevent supervisors from keeping records about an individual.
- As we are updating policies, how are people made aware of these changes? Tapping into additional communication systems to re-educate people (BOY PDs and trainings)

Commented [2]: With the changes this is word for word the VSBA model policy.