# PERSONNEL RECORDS

Present and past employees shall have access to their personnel files and records, which are maintained by the Campbell 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 is required, except to comply with a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information Act (VA Code § 2.2-3700 et seq.) or other law or court order. The employee will be notified at the last known address of the request for records, unless such request includes a statement that the employee has authorized release of records.

References, transcripts, placement folders, etc., which are received on the basis of pledged confidentiality as a part of pre-employment routine shall not be considered as part of the file material for purposes of this section.

An employee shall have the right, upon request, to review the contents of his/her personnel file during normal working hours providing adequate notice of the request is made.

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 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 (i) pursuant to a 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: August 12, 2004
Revised: September 23, 2004
Revised: November 20, 2006
Revised: July 22, 2013

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Legal Refs.: Code of Virginia, 1950, as amended, sections 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

CAMPBELL COUNTY SCHOOL BOARD