

## PERSONNEL RECORDS

Present and past employees have access to their personnel information which are maintained by the Maggie L. Walker Governor's School. 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 § 2.2-2700 et seq.), or other law or court order. The employee will be notified of the request for records.

The director or director's designee is responsible for maintaining a system of personnel records for all employees of the Regional School Board. Personnel files of all Regional 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 Regional 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 are confidential, but they may be disclosed collected by or for the Department of Education or the Regional School Board or made available to and able to be (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: October 17, 2013

Amended: March 17, 2016

Amended: October 20, 2016

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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.: Pol. No. 5040 Third Party Complaints Against Employees