

GAK Personnel Records (See CEI, CGI, GACD and GCI)

GAK

Personnel files required by the service center shall be confidential and in the custody of the records custodian and/or the chief financial officer. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the service center should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise provided by law, all requests by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the business office who shall respond to the request as the law allows.

Upon receipt of a written request service center officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);
- job description and duties while in the service center's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted earlier in this policy to which an employee may have access.

Prohibition on Aiding and Abetting Sexual Abuse

Pursuant to the federal Every Student Succeeds Act, the board prohibits the board, individual board members, and any individual or entity who is a service center employee, contractor or agent from assisting a service center employee, contractor, or agent in obtaining a new job if the board, individual, or entity knows, or has probable cause to believe, that such service center employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned individuals or entities participate in the routine transmission of administrative and personnel files in accordance with law and this policy.

Approved: SCKESC Board of Directors – 3/3/2010, 5/2016, 3/2017