

PERSONNEL RECORDS

Present and past employees shall have access to their personnel files and records, which are maintained by the Charlotte 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 § 2.2-2700 et seq.), or other law. The employee will be notified of the request for records.

Personnel files of all school board employees may be produced and maintained in digital or paper format.

Adopted: January 11, 2005
Revised: September 11, 2007

Revised:

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

Cross Ref.: GBLA Third Party Complaints Against Employees