

Policy Information

Series 5000 - Personnel

Release of Employment Information of Former Employees

Policy # 5221, 2.2.1

POLICY

1995 5221

Personnel

SUBJECT: RELEASE OF EMPLOYMENT INFORMATION OF FORMER EMPLOYEES

No information concerning the employment records, personnel file or past performance of a former employee of the District shall be released by District personnel in any form to any one except under the following circumstances:

- a. Such information is required to be disclosed by law, or regulation.
- b. The request for such information is placed in writing by the person requesting same which writing shall state the reasons for such request, and the former employee has signed a written authorization for the release of the information requested which written authorization shall state that the former employee releases the District from any liability and responsibility to the former employee for the release of the requested information.

Notwithstanding the above, the District personnel may disclose the initial and final dates of employment and the position held.

Genesee-Livingston-Steuben-Wyoming BOCES has a policy of only confirming dates of employment and positions held, and the failure to comment on an employee's character or work performance does not reflect on the individual.

There is a narrow exception to this policy where the individual is seeking subsequent employment, and the employer has strong reason to believe that the individual may present a risk to the property or personal well-being of others in their new employment. In these cases, the following is recommended:

"Based on our experience with John Doe, BOCES has serious concerns about his/her fitness to work as a (Teacher)."

Board Approved
2/2/94
7/18/95