

## PERSONNEL

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### PERSONNEL RECORDS

Present and past employees have access to their personnel information maintained by the Charlottesville City School Division.

When employment verification of a former employee of the Charlottesville City School Board is requested by another school board, the School Board responds within 10 working days of receiving such request. "Working days" applicable to this paragraph means every day except Saturdays, Sundays, and legal state and federal holidays.

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 of the request for records.

The superintendent or superintendent's designee 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 collected by or for the Department of Education or the 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, is confidential but may be disclosed, in a form that does not personally identify any student or other teacher, (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 nonidentifying, aggregate teacher performance indicators or other data.

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Revised: June 25, 2013  
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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3705.1, 2.2-3800, 2.2-3801, 2.2-3802, 2.2-3803, 2.2-3804, 2.2-3805, 2.2-3806, 2.2-3807, 2.2-3808, 2.2-3808.1, 2.2-3809, 22.1-295.1, 22.1-296.5.

Cross Ref.: CBA           Qualifications and Duties for the Superintendent  
              GA           Personnel Policies Goals  
              GBLA       Third Party Complaints Against Employees