

School Unit Employee References

The Board recognizes that sharing of accurate information about current and former District employees with prospective employers is generally in the best interest of the District and other school Districts as well as employees seeking new employment. The Board also recognizes that such disclosures may be restricted by state confidentiality laws and liability concerns. The Superintendent and other persons designated by the Superintendent may respond to reference inquiries concerning District employees or former employees who are seeking employment elsewhere as provided in this Policy.

Authorized District personnel may provide written or oral references concerning a current or former District employee only if the employee has signed the Release Form attached to this policy. If no such Release Form has been executed, the District shall disclose only "directory information" as defined in 20-A MRSA § 6101. The original signed Release Form shall be retained permanently in the employee's personnel file.

If the Release is revoked in writing by the employee, no further references, apart from directory information, shall be provided with respect to the employee, and both the written revocation and the Release Form shall be retained in the personnel file.

This policy shall apply to both professional and non-professional school unit employees.

Legal Reference: 20-A MRSA § 6101
26 MRSA § 598

Cross-Reference: GCPB - Resignations

First Reading: October 4, 2000

Second Reading and Adoption: December 6, 2000