

## **403.01 Release of Employee Information**

Friday, August 11, 2023

### **RELEASE OF EMPLOYEE INFORMATION**

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information may be released without prior written notice to the employee.

If a current or former employee wishes the district to release information to a prospective employer, written consent must be provided on the district's Employee Information Release Form. In the event an employee provides written authorization for another person to have access to his or her files, school officials shall be relieved from any liability in the event the person designated in the request discloses any information obtained by him or her in the course of examining the employee's file.

Such access and right shall not be granted with respect to any letters of recommendation solicited by the employer which may be in the file.

Even with the receipt of the Employee Information Release Form, the district may, at the superintendent's discretion, refuse to release such information. The Employee Information Release Form will be invalid six months after the signing date.

Cross Reference:

402.06 Employee Records