

**All Personnel**

BP 4112.61

4212.61

**EMPLOYMENT REFERENCES**

4312.61

Note: A.S. 09.65.160 provides that an employer disclosing information about the job performance of employees/former employees to prospective employers is presumed to be acting in good faith and may not be held liable for its consequences unless the employer recklessly, knowingly, or with malicious purpose disclosed false or misleading information.

The School Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee is responsible for processing ~~shall process~~ all requests for references, letters of recommendation, or information about employee performance, including the causes or reasons for separation regarding all district employees other than the Superintendent. ~~No other staff member shall make statements concerning a separated employee's performance or the reason(s) why any individual has left district employment.~~

References which are not secured through the Superintendent or designee reflect the personal views or opinions of the author and do not reflect the views of the District.

(cf. 4112.6 - Personnel Files)

(cf. 4117.5 - Termination Agreements)

Legal References:

ALASKA STATUTES

AS 09.65.160 Immunity for good faith disclosures of job performance information

~~Job References~~

Added 9/93

Reviewed 10/2007, 3/29/2017