

## Employment References

### E-195-P

The Board designates the Superintendent or designee as the individual responsible for responding to requests from potential employers for information regarding a current or former District employee. The following information will be provided about current or former employees to any individual upon request:

- Name
- Position/s
- Salary
- Length of service

Further, the Superintendent or designee may, if applicable and in accordance with the law, respond in writing to a written request concerning a current or former employee from an entity or person which the Superintendent or designee reasonably believes to be a prospective employer of such employee and truly state for what cause, if any, an employee was discharged or voluntarily quit employment with the District. If a written response of this sort is provided by the District, the Superintendent or designee will send a copy of the response to the prospective employer to the current employee or former employee at the employee's last known address.

Additional factual information regarding an employee's duties and work performance may be provided by the Superintendent or designee only if an employee has submitted a written consent

As required by law, the District will disclose, to any public school that contacts the District about a former employee, information regarding any violation of the published regulations of the Board by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board after a contested case due process hearing conducted pursuant to District policy. Additionally, if the District has previously employed any person, whose job involved contact with children, about whom Children's Division has conducted an investigation involving allegations of sexual misconduct, pursuant to RSMo 566.033 with a student and has reached a finding of substantiated and another public school or charter school contacts the District for a reference for the employee, the District shall disclose the results of Children's Division's investigation to the school.

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

District employees who are not specifically authorized under this policy to provide employment references are prohibited from providing references except those provided in their personal capacities. Personal references may not give the appearance of the endorsement of the District. District employees, contractors, and agents are prohibited

from providing personal references or otherwise providing assistance in obtaining a new job to any other school, any employee, contractor, or agent who has been accused of sexual misconduct regarding a minor or a student. If employees have questions or concerns regarding this prohibition, they should contact the Superintendent for additional guidance.

The District will notify all employees of this policy by including a copy of this policy in the employee manual. The District will notify all potential employers who contact the District or regarding the possible employment of an employee.