

<b>Administrative Directive Title:</b> <b>Procedures for Employment Recommendations and File Transfers</b>	<b>AD Number:</b> <b>5.203.1</b>	<b>Adopted:</b> <b>November 2024</b>
<b>Policy References:</b> <a href="#">Board Policy 5.203</a> – Recommendations and File Transfers	<b>Revised:</b>	

1 The Human Resources Department shall be responsible for routine transmission of administrative and  
2 personnel files of prior employees to new employers.

3 The Human Resources Department shall maintain a list of all employees, contractors or agents who are  
4 believed to have engaged in sexual misconduct regarding a minor or student in violation of the law. If a  
5 supervisor receives a request for recommendation from a former employee who is believed to have  
6 engaged in sexual misconduct regarding a minor or student, the request shall be forwarded to the Human  
7 Resources Director.

8 In the event a recommendation or information other than a personnel file of any such person is requested  
9 by a new employer, the Human Resources Director shall contact law enforcement to confirm the status  
10 of the investigation and/or charges. If the matter has not been officially closed, the Human Resources  
11 Director shall notify the new employer in writing that they are prohibited from providing any information  
12 other than the administrative and personnel files.