

*To be added as a sub-section in the Employee Handbook under  
"Personnel Evaluations & Record Keeping"*

### **Employee Information Sharing Policy**

The Executive Director or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

The school shall provide information about a former employee to another public school upon request, including the following information:

- Employee Name
- Dates of Employment
- Job Title(s) and length of tenure in each
- Information regarding any violation of the published regulations of the CWC Board of Directors by the former employee if such violated related to sexual misconduct with a student and was determined to be an actual violation by the CWC Board after a contested case due process hearing conducted pursuant to Board policy and/or the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Current employees will be given notice of this policy through the published Employee Handbook and potential employees shall be given notice of this policy during the application process.