1	PERSONNEL RECORDS REGULATIONS		
2	The Alexand	mia City Du	while Schools (ACDS) Office of Human Description is meanwhile for the
3 4	The Alexandria City Public Schools (ACPS) Office of Human Resources is responsible for the maintenance of ACPS employee records. Present and past employees have access to these records		
5	mannenance	of ACI 5 Ci	imployee records. I resent and past employees have access to these records.
6	Definitions:		
7		ovee Reco	ords - ACPS employee records consist of
8			leted employment application or other documentation providing the
9			al's name, address, and telephone number;
10	2.		ntation of qualifications, including educational background and
11			onal licensure or certification;
12	3.	Employn	ment history;
13	4.	Written r	references or notations of oral references;
14	5.	Reports of	of required tuberculosis certificate;
15	6.	Annual p	performance evaluations;
16	7.	Date of e	employment for each position held and date of separation;
17	8.	Documen	ntation of compliance with requirements of Virginia laws regarding child
18			re services and criminal history background investigations;
19	9.	_	record verification from the Department of Motor Vehicles and a current
20		1 0	the driver's license for staff who transport students;
21	10		ntation of all training required by this chapter and any other training or
22	professional development received by individual staff; and		
23	11. A current job description.		
24	12. Disciplinary actions taken by ACPS		
25	13	3. Compens	sation records including pay and benefits
26			
27	Staff may maintain transactional documents needed to perform performance evaluations, provide		
28	and document training, and participate in investigations. Transactional records must be disposed		
29	of in accordance with the Library of Virginia Records Retention Schedule.		
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31	The Department of Human Resources should be notified in writing of any changes in name, marita		
32	status, address, and/or termination of employment. In cases of change in name and/or marita		
33	status, new ta	ax forms m	sust be submitted to the Financial Services Department, Payroll Office.
34			
35	A 1 . 1	NEW	
36	Adopted:	NEW	
37			
38	Local Daf	Codeet	Vincinio 1050 og amandad 88 2 2 2700 at 222 2 2000 at 222 2 2
39	Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, et seq.; 2.2-3800 et seq.; 22.1-		
40		295.1 and	d 40.1-28.7:4.
41	Casa D. f	CDI A	Third Darty Complaints Assinct Englance
42	Cross Ref.:	GBLA	Third Party Complaints Against Employees

File: GBL-R

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PERSONNEL RECORDS REGULATIONS

The Alexandria City Public Schools (ACPS) Office of Human Resources is responsible for the maintenance of ACPS employee records. Present and past employees have access to these records.

Definitions:

Employee Records - ACPS employee records consist of

- 1. A completed employment application or other documentation providing the individual's name, address, and telephone number;
- 2. Documentation of qualifications, including educational background and professional licensure or certification;
- 3. Employment history;
- 4. Written references or notations of oral references:
- 5. Reports of required tuberculosis certificate;
- 6. Annual performance evaluations;
- 7. Date of employment for each position held and date of separation;
- 8. Documentation of compliance with requirements of Virginia laws regarding child protective services and criminal history background investigations;
- 9. Driving record verification from the Department of Motor Vehicles and a current copy of the driver's license for staff who transport students;
- 10. Documentation of all training required by this chapter and any other training or professional development received by individual staff; and
- 11. A current job description.
- 12. Disciplinary actions taken by ACPS
- 13. Compensation records including pay and benefits

Staff may maintain transactional documents needed to perform performance evaluations, provide and document training, and participate in investigations. Transactional records must be disposed of in accordance with the Library of Virginia Records Retention Schedule.

The Department of Human Resources should be notified in writing of any changes in name, marital status, address, and/or termination of employment. In cases of change in name and/or marital status, new tax forms must be submitted to the Financial Services Department, Payroll Office.

Adopted: NEW

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, et seq.; 2.2-3800 et seq.; 22.1-

295.1 and 40.1-28.7:4.

Cross Ref.: **GBLA** Third Party Complaints Against Employees Commented [1]: This is a new regulation.

Commented [2]: This comes from the VAC and may need to be adjusted. Potential additional items are in

https://law.lis.virginia.gov/admincode/title8/agency20/ch apter671/section360/

Commented [3]: Add any additional rules/requirements for supervisors/evaluators around personnel records

Commented [MS4]: Relocated from DL - Payroll Procedures