

**MEDWAY SCHOOL BOARD POLICY**  
**SCHOOL UNIT EMPLOYEE REFERENCES**

**NEPN/NSBA CODE: GCQCA**

The Board recognizes that sharing of accurate information about current and former district employees with prospective employers is generally in the best interest of the District and other school districts as well as employees seeking new employment, but that such disclosures may be restricted by state confidentiality laws and liability concerns. Authorized district supervisors may respond to reference inquiries concerning district employees or former employees who are seeking employment elsewhere as provided in this policy.

The Superintendent and other persons designated by the Superintendent are authorized to provide written or oral references concerning a current or former district employee only if the employee has signed the Authorization to Disclose Information/Release of Claims/Indemnity document attached to this policy. If no such Authorization has been executed, the district shall disclose only “directory information” as defined in 20-A MRSA § 6101. The original signed Authorization shall be retained permanently in the employee’s personnel file.

If the Authorization is revoked in writing by the employee, no further references, apart from directory information, shall be provided with respect to the employee, and both the written revocation and the Authorization shall be retained in the personnel file.

This policy shall apply to both professional and non-professional school unit employees.

Legal Reference:     20-A MRSA § 6101  
                          26 MRSA § 598

Cross Reference:     GCQC – Resignation of School Unit Employees

Adopted Date: 11/20/01

**AUTHORIZATION TO DISCLOSE INFORMATION/**

RELEASE OF CLAIMS/INDEMNITY

I, \_\_\_\_\_, hereby request and authorize Medway School Department, and its past, present, and future school boards, school board members, employees, and agents, both in their individual and official capacities, (hereinafter separately and collectively referred to as the “District”), to provide any information which is directly or indirectly related to my employment and the termination of my employment with Medway School Department, including without limitation information which would otherwise be confidential by statute, contract or otherwise, to anyone making an inquiry regarding my seeking employment. Such information may include facts or opinions about my performance, character, conduct both at and apart from school activities, and my suitability for various employment positions. The district may provide such information in response to either oral or written requests and may rely on the oral representation of the person requesting information that I am seeking employment. I understand and agree that the District is not required to either notify me when it provides such information or review such information with me and that it does not plan on doing so.

In consideration for the District providing such information, I, for myself, my heirs, successors, assigns, and personal representatives, expressly waive, and release the District from, any and all claims, including without limitation claims for defamation, emotional distress, invasion of privacy, violations of constitutional rights, violations of statutes, or interference with contractual relations (and including claims based on or alleging negligence), which in any way arise out of the District providing the information described above, and I also agree to indemnify and hold harmless the District from any and all expenses, including without limitation reasonable attorneys’ fees, which the District may incur as a result of any such claims by me or others. This is not a mutual release; it does not operate as a release of any present or future claims of the District against me.

This authorization/release/indemnity shall remain in effect until receipt by Medway School Department of a written revocation from me.

**I have carefully read and considered this document before signing.**

**Dated:** \_\_\_\_\_