

HB355/SB441

Staff Employment Verification - New Requirement



Bill Patron: Delegate Joshua Cole/Senator Tara A. Durant

■ WHAT THE BILL DOES:

School boards are required to respond within 10 working days of receiving a request for employment verification of a former school board employee when requested by another school board.

■ HOW DOES THIS IMPACT SCHOOL DIVISIONS?

School divisions should develop processes and procedures for receiving and fulfilling employment verification requests from another school board, ensuring the procedure allows for a response within 10 working days. The bill defines working day as every day except Saturdays, Sundays, and legal state and federal holidays.

■ REQUIRED SCHOOL DIVISION NEXT STEPS:

1. School divisions must review their board policies and procedures related to finalizing employment information to ensure compliance to [§ 22.1-296.5](#) requirements.
2. School divisions may need to present to their board for approval policies and procedures changes to finalizing employment information to ensure compliance to [§ 22.1-296.5](#) requirements.
3. School divisions should consider identifying a primary contact in the division, most likely in the human resources department, that prioritizes responding to employment verification requests from another school board.
4. School divisions should consider publicly posting the contact information for employment verification requests and the timeline expectation of responding to requests within 10 working days.
5. School divisions may want to consider creating and maintaining a tracker that records employment verifications requests, including when the request was received and when the response was sent.
6. School divisions may want to consider HR policy reviews on an annual basis to review for efficiencies and ensure that the 10-working day requirement is being met.

■ WHO IS THE VDOE CONTACT:

Katie Carroll, Deputy Superintendent, School Performance and Support
katie.carroll@doe.virginia.gov
804-750-8160