

Employment References – Written or Verbal

The Governing Board of Ohio Virtual Academy recognizes that an employee or former employee may request an administrator or an OHVA employee to provide an employment reference either by letter or verbally. Any and all requests for a reference shall be submitted to the appropriate administrator who has personal knowledge regarding the individual's personnel file and performance. No current or former employee shall have any expectation that a letter of reference will be written upon request. The decision to comply with a request for a reference letter or a verbal reference shall solely be at the discretion of the administrator. No OHVA employee shall prepare or provide a letter of reference or a verbal reference for a current or former employee of OHVA in violation of this policy.

If an administrator decides to prepare a reference letter, the Board expects the administrator will provide only truthful comments concerning the employee or former employee's actual performance that can be substantiated by the administrator's personal knowledge and/or the individual's personnel file. In accordance with law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.

All Ohio Virtual Academy employees as well as OHVA administrators are prohibited from providing a letter of reference, providing an employment reference or taking any other action that assists or aids an OHVA employee, contractor or agent in obtaining a new job if he or she knows or has reasonable cause to believe that such OHVA employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assists" or "aids" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by Section 8546 of the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

If you have questions regarding this policy or your responsibilities under it, you must contact the Head of School.