



## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b> <b>REFERENCE CHECKS AND EMPLOYMENT VERIFICATIONS</b>	<b>Number</b> <b><u>II-6</u></b>	<b>Effective Date:</b> <b>Issued: <u>02/01/1990</u></b> <b>Revised: <u>11/15/2000</u></b> <b>Revised: <u>08/21/2020</u></b>	<b>Page 1 of 1</b>
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### **PURPOSE:**

To provide clear direction for District supervisors when they receive requests to provide a reference for a current or former District employee and when supervisors receive an employment verification request for a current or former District employee.

### **POLICY:**

All requests for employment verifications and reference checks for prospective, current, and former employees must be handled by Human Resources & Risk staff to maintain consistency, confidentiality, and legal compliance.

### **PROCEDURES:**

Supervisors receiving requests for employment verifications and/or reference checks are instructed to refer the requestor to a Human Resources & Risk staff member.

Human Resources & Risk staff will only release employee data that is considered a matter of public record and as applicable to the request such as employee name, job title, date of hire, date of separation, whether the individual is currently employed, the work phone number and/or work email address of the current employee, and current rate of pay.

In situations where an employee (current or former) has provided written authorization and only after verification by Human Resources & Risk staff with the current or former employee as an authentic request, additional information will be released by Human Resources & Risk, consistent with the current or former employee's written authorization.

### **RESPONSIBILITIES:**

Human Resources & Risk staff are responsible to conduct pre-employment reference checks on finalist candidates for District employment or finalist incumbents for promotion. Human Resources & Risk staff are also responsible to respond to requests for employment verification and reference checks for current and former employees.

APPROVED

  
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Stephen J. Welch  
General Manager