

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Employment**
Standard: **EMPLOYMENT VERIFICATION / REFERENCES**
Section #: **A-11**
Effective: September 3, 2008

See Also: Voluntary Terminations

GENERAL STANDARD

All requests for employment references regarding current or former employees will be referred to Human Resources Department staff.

SPECIFIC STANDARD

- ❑ No manager or employee may provide any information (either on- or off-the-record) regarding current or former employees to any non-Authority employee, without express written authorization by the Director, Human Resources (or authorized designee). This prohibition includes letters of reference.

PROCEDURES

Requests for references for any current or former Authority employee should be referred to a representative of the Human Resources Department.

The Human Resources representative generally will verify with an outside agency requesting employment information the current or former employee's dates of employment and position or positions held. The final rate of pay will not be volunteered by the Human Resources representative, but may be confirmed if the outside agency initiating the inquiry first provides the information the agency was provided by the current or former employee(s). In this situation, the Human Resources representative only will verify that the information provided by the agency falls/does not fall within the pay range.

The Human Resources representative may provide more complete job history information to authorized parties, upon receipt of a written disclosure authorization and release signed by the current or former employee.

GUIDELINE

Except under unusual circumstances, written references generally will not be given to employees upon termination of employment. Exceptions to this practice may be made only with the prior approval of the Director, Human Resources (or designee).