**SECTION: SEPARATION**

**POLICY:** Employee References **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

This policy establishes guidelines and procedures for providing employment references and releasing information about current and former employees. The aim is to ensure consistency, confidentiality, and compliance with legal standards when handling requests for employment information.

**APPLICABILITY:**

This policy applies to all City departments and personnel involved in providing employment references or releasing information about current or former employees. It is specifically applicable to Human Resources (HR) and designated managers authorized to release such information.

**DEFINITINONS:**

1. Employment Reference: Any information provided to a third party regarding the employment history of a current or former employee.
2. Authorized Personnel: Individuals who have been designated by the City to handle requests for references or employment information, typically HR staff or designated managers.
3. Employment Information: Information related to an employee's employment status, including verification of employment, salary details, performance evaluations, and reasons for separation.

**PROCEDURES:**

1. Authorization to Release Information
	1. Only authorized personnel, such as HR staff or designated managers, may provide employment references or release information about current or former employees.
	2. All requests for references or employment information must be directed to the HR department.
	3. Unauthorized individuals are prohibited from responding to such requests.
2. Types of Information Released: The following types of information may be released upon request:
	1. Verification of Employment: Including dates of employment and the position(s) held.
	2. Salary Verification: Confirming the employee's salary during their employment.
	3. Performance Evaluations or Reasons for Separation: This information may only be provided through an open records request, where applicable.
3. Limitations on Information Released
	1. Only factual, verifiable information will be released in response to requests.
	2. Personal opinions, speculative statements, or unverifiable information are strictly prohibited from being shared.
	3. All released information must comply with applicable privacy laws and regulations to protect the confidentiality of current and former employees.