



~~10-19-2004~~
4/27/98

PERSONNEL POLICY LETTER NO. 9

REFERENCE REQUESTS

It is the City's belief that all requests for information concerning current and former employees should be handled in a consistent and appropriate manner. Such requests usually involve personal and business references and descriptions of job duties and responsibilities.

The procedure outlined below should be followed by all employees who are approached either formally or informally and asked to provide information about employees or former employees of the City. An "informal" request in this context usually refers to a telephone oral request; a "formal" request is usually presented in writing.

PROCEDURE

1. All requests for information about employees or former employees should be referred immediately to the Personnel Department.
2. When a request for information is received a member of the Personnel Department staff will respond only that a person is/was employed with the City, the dates of employment, the employee's job classification, whether the employee held a supervisory position, reason for termination of employment, and his/her rate of pay.
3. Only if an employee submits a request in writing will additional information be released. This pertains to both present and past employees. Such requests might include, but are not limited to, whether the employee had an attendance problem or if he/she did a job well.
4. No statements will be made regarding eligibility for rehire.

Barbara A. Ford

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Personnel Director