

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Providing Employment Reference Information
POLICY NUMBER: 2255
ADOPTED: September 08, 2003
REVIEWED: 10/28/13; 11/12/13; 11/12/15;10/21/20, 11/12/20
REVISED: 11/12/13; 02/08/16; 01/25/21

2255.10 All information pertaining to the work performance of District employees or volunteers, promotions, demotions, terminations, layoffs or any other personnel information shall be considered confidential and shall not be publicly disclosed, except as specifically authorized in writing by the General Manager or Board of Directors and in accordance with law.

2255.20 Only the following information, once verified as accurate, may be publicly disclosed by the General Manager or his/her designee to anyone calling for an employment reference for a current or former District employee:

2255.21 Employee or Volunteer name

2255.22 Employee job title(s)

2255.23 Dates of service