

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Providing Employment Reference Information
POLICY NUMBER: 2255
ADOPTED: September 08, 2003
REVIEWED: October 28, 2013; November 12, 2013; November 12, 2015
AMENDED: November 12, 2013; February 8, 2016

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

2255.30 A current or former District employee may submit a written request to the General Manager for preparation of a letter of recommendation which contains additional information regarding the employee's/former employee's work performance.

2255.31 The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.

2255.32 The General Manager or designee shall process all requests for letters of recommendation regarding all District employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.