

Subject: Verification of Employment or Release of Information to Prospective Employers	Number: 2-7
	Date Issued: September 1, 2000 Date Revised:
Responsible Department: DAS—Human Resources	Approved:

Purpose

To establish a uniform policy concerning requests for employment verification, and for release of information on current or former employees to prospective employers.

Procedures

All official records on employees, past or present, are maintained by Human Resources Operations Division. Requests for information or verification of information (i.e., job title, department, length of employment, salary, etc.) from outside sources shall be referred to Human Resources Operations.

Prospective employers occasionally request a supervisor with the City to evaluate a current or former City employee's job performance and/or personal qualifications. Supervisory personnel of the current or former employee may supply such information as may be requested only when the employee (current or former) has provided the City, through a prospective employer, with an authorization to release information concerning his or her job performance and/or qualifications.

In the case of former employees, the reason for the employee's termination or resignation may also be requested. When an employee leaves or has been removed or terminated from City service, only that information that is a matter of public record may be provided to a prospective employer. Such information is to be provided by the Human Resources Operations Division.

If the condition above has been met, the individual listed as a reference may respond to the inquiry; or the City, through the employee's supervisor, may release information consistent with the authorization provided. If the condition has not been met, no such information shall be released to prospective employers. If information is requested regarding an employee's leaving City service, refer the inquiry to Human Resources Operations.