

## Personnel

### EMPLOYMENT REFERENCES

SR 4113.01

**Purpose:**To provide a process for verifying previous work experience and/or professional character of current or former MCOE employees

#### **Timeline:**

The County Superintendent has authorized Cabinet members to process all verbal and written reference requests, including information about the cause or reason for the separation of any former or current County Office employee.

#### **Procedure**

- Cabinet members inform employees that if they use a County Office employee as a reference, inquiries will be answered truthfully and accurately.
- Administrator verifies that any person making a reference inquiry is indeed who he/she claims to be.
- Administrator asks inquirer if he/she has the former employee's permission to contact the County Office, or if the call is at the employee's suggestion. Administrator asks inquirer if he/she was given permission to inquire about all aspects of the employee's employment, or if the employee has placed limits on what could be discussed.
- Administrator comments on the performance of the former employee, if asked, as an opinion, being careful to give a full and accurate account of the factual basis of the opinion.
- Administrator marks any written statements as "Confidential," "Personal," or "To be opened by addressee only." In telephone conversations, administrator asks if the other party is alone, or if the conversation is being heard by another party, or is being recorded. Administrator shall be aware that anything said must be backed by facts.
- Administrator shall be wary of giving information to inquirers who are only considering the employee for possible employment or who request the information only for background or future reference. Administrator shall be careful of volunteering information that has not been requested.

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 06/12/2000

**Date Revised:** 06/01/2004