Release of Employment Records Including References Policy

Policy Number	300.07.02	**Custodian**	Human Resources
Approved Date	10/20/2020		
Effective Date	10/20/2020	**Review Date**	October 2020
References: Personnel File Policy			

1. Purpose

To safeguard personnel information of both current and former employees

2. Persons Affected

2.1. Staff
2.2. Previously employed staff

3. Policy

This policy is to ensure the following:

3.1. Only WETCC human resources department is authorized to release personnel information.
3.2. HR may only release position titles and dates of employment without a signed release form.
3.3. HR will only release details of employment history, compensation, and/or documents from the personnel file of current and former employees with a signed released form.

4. Definitions

4.1. Definition. Do it this way for uniformity.

5. Procedures

5.1. All employment verification, request for reference, or employment information for current or previous employees must be directed to the human resources department.

Revision History

Rev. Date	Rev. No.	Revision
02/21/2025	2.	Housekeeping, New Format, Change Custodian
10/20/2020	1.	Original