

Release of Employment Records Including References Policy

POLICY: Release of Employment Records Including References			
POLICY NUMBER:	300.07	CUSTODIAN:	Human Resources
APV'D DATE:	10/20/20	REVIEW DATE:	10/2020
EFFECTIVE DATE:	10/20/20		
REFERENCES:	Personnel File Policy		

Part 1. Policy Background and Purpose

The Purpose of this policy is to safeguard personnel information of both current and former employees.

Part 2. Definitions

Employment history means date of hire, transfer, and last day of employment.

Compensation means rate of pay at the date specified on the request.

Part 3. Responsibility

All employment verifications shall be directed to Human Resources (HR) Technician

Any employee receiving a request for a reference or employment information on a current or former employee must refer the request to HR Technician

Part 4. Policy

Only the WETCC HR department is authorized to release personnel information.

Human Resources will only release position title and dates of employment without a signed release from the employee or former employee.

The following information will be released only with a signed release from the current or former employee to the party who is authorized to receive the information.

- Detail of employment history,
- Compensation, or
- Documents from the Personnel file.