

Policy & Procedure Manual

**REFERENCE VERIFICATIONS –
FORMER EMPLOYEES - HR-II-6**

POLICY:

OPTIONS NORTHWEST must have written authorization from a current/former employee to release information regarding present/previous employment status to any agency/individual requesting reference information on current/former agency employees.

Reference requests from outside agencies on employees who have left the employ of OPTIONS NORTHWEST are to be completed (wherever possible) by the Supervisor/Manager/Director most knowledgeable about the employee.

The employee's performance evaluations, along with the **Termination Report Form** will be the basis for reply.

Requests for information on employees leaving or who have left the employ of the agency under dubious circumstances will only be granted by confirming the classification and dates of employment. Under no circumstances is any negative information regarding a former employee that may liable OPTIONS NORTHWEST, to be reported in writing.

All written references will be sent to the Human Resources Office for filing.

PURPOSE:

1. To ensure employee confidentiality.
2. To protect the employer against liabilities.

PROCEDURE:

1. Supervisors/Managers/Directors responding to inquiries are to request written reference authorization from the former employee/employer making the request (fax is satisfactory).
2. Having obtained a copy of the written authorization, a reference may be provided as per the policy.

NOTE: If Reference Forms cannot be satisfactorily completed by the Supervisor/Manager/Director asked to provide the reference, assistance may be obtained from a Human Resources representative.

3. A copy of the written authorization must be forwarded to the Human Resources Department by the Supervisor/Manager/Director providing the reference and placed in the current/former employee's personnel file.
4. Written references, when completed, are to be sent to the Human Resource Department for review, photocopying and return.
5. Verbal references provided will be documented by the Supervisor and forwarded to Human Resources for placement in the personnel file, along with the written authorization.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Client Services Administration

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be 'C. J. [unclear]', written over a horizontal line.