

<h1>POLICY MANUAL</h1>	Date Adopted: May 10, 2000
Classification: PERSONNEL	Date Last Amended:
Subject: Employee Reference and Credit Inquires	Approved By:

**I. POLICY PURPOSE**

It is the purpose of this policy to establish guidelines governing the release of information to those parties inquiring about current or past District employees.

In responding to such inquires:

- A. All requests for information shall be reported to the Assistant General Manager, or his designee.
- B. Responses to credit application inquires shall be limited to public information or the confirmation of information provided to the creditor by the applicant employee. Such credit application inquires may be forwarded directly to the payroll staff of the accounting department. Any other form of financial inquiry shall be first directed to the Assistant General Manager or the Accounting Manager.
- C. All employment reference inquires regarding a current or former District employee, shall be transmitted in writing to the Assistant General Manager, or his designee. Information to be provided shall be limited to beginning and ending dates of employment, and confirmation of salary range, promotional history, and job training classes.

No other data regarding any current or former District employee will be released unless the employee authorizes, in writing, the release of specific information by the District or, the District is required by law to furnish such information.

Failure to follow this policy may be cause for implementation of the disciplinary provision of the District's Salary Resolution, including termination.