

## **PER22: Employment References**

It is the Library's policy to disclose, in response to a prospective employer's request for an employment reference, only the following information about current or former employees: The dates of employment, description of the duties performed, and salary information. All requests for employment references shall be forwarded to the [Director or Human Resources administrator]. The [Director or Human Resources administrator] is the only person authorized to respond to the request. Responses to employment reference requests will only be given to the appropriate person asking for the information and only after the [Director / Human Resources administrator] has verified the identity of the requestor. Prior to responding to the request, the [Director / Human Resources administrator] shall also verify that the former or current employee is aware of and does not object to the Library's responding to the reference request.

**Chattahoochee Valley Libraries Board:**  
**Muscogee County Library Board:**

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