

EMPLOYMENT REFERENCES

A. Purpose and Scope

To provide guidance and direction for personnel regarding employment references.

B. General

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the District.

C. Forms Used and Additional References

None

D. Procedure

All letters of recommendation to be issued on behalf of the District for current or former employees shall first be submitted to the Superintendent or designee for approval.

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (Code of Regulations, Title 5, Section 80332)

No certificated person shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of resigning or for withdrawing action against the district. (Code of Regulations, Title 5, Section 80332)

E. Reports Required

None

F. Record Retention

EMPLOYMENT REFERENCES (Continued)

None

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources