

EMPLOYMENT REFERENCES

A. Purpose and Scope

To provide guidance and direction for District staff regarding all requests for references, letters of recommendation, or information about the reasons for separation for all District employees.

B. General

1. The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees.

C. Forms Used and Additional References

None

D. Procedure

1. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Superintendent or designee.
2. The Superintendent or designee may refuse to give a recommendation.
3. No classified 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 knowledge to be true, relating to the professional qualifications or personal fitness to perform services of any person who the writer knows will use the letter or memorandum to obtain professional employment.
4. No 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.

E. Reports Required

None

EMPLOYMENT REFERENCES

F. Record Retention

Personnel File

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Policy Approved:

TUSD: 9/23/97