EMPLOYMENT REFERENCES

The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. 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.

At his/her discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee’s job performance and qualifications.

Legal Reference:
- LABOR CODE
  1050-1054  Reemployment privileges

- CIVIL CODE
  47  Privileged communication

- CODE OF CIVIL PROCEDURE
  527.3  Labor disputes

- CODE OF REGULATIONS, TITLE 5
  80332  Professional candor and honesty in letters or memoranda of employment recommendations

Policy Approved:
TUSD: 9/23/97