

Title: Reference Checks

The District or its representative who, upon request by or authorization of a current or former employee or upon request made by a person who in good faith is believed to be a representative of the prospective employer of a current or former employee, provides work-related information about the current or former employee, is immune from civil liability unless the District or its representative acted unreasonably in providing the work-related information.

The District or its representative acts unreasonably if any of the following are present:

- The work-related information violates a civil right of the current or former employee.
- The work-related information knowingly is provided to a person who has no legitimate and common interest in receiving such information, or is providing unsolicited information.
- The work-related information is not relevant to the inquiry being made, is provided with malice or is provided with no good faith belief that it is true.

The District's employee selection process will include reference checks, criminal background checks, checks of Iowa and Nebraska child abuse and dependent adult abuse registries, sex offender registries, and other applicable states' registries. Applicants under serious consideration by the District for employment will authorize the District, or its representatives, to contact any former employer for the purpose of providing information about their employment. Any information acquired by the District from the former employer will be for confidential employment use only and will not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose, unless otherwise provided by law. Information appropriately released to the District may include, but is not limited to:

- positions held
- performance evaluations
- professional assessment of knowledge, skills and abilities

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- attendance record
- criminal record
- reason(s) for leaving employment
- other information pertinent to the position for which the individual applied.

Applicants under serious consideration for employment with the District will authorize the District to seek information by signing the Confidential Employment Information Authorization and Release. The prospective employee, to the extent permitted by law, releases the Council Bluffs Community School District and the former employer from any and all liability resulting from the release of information to the District.

Cross References:

417.1

Legal References:

Iowa Code 91B.2, 279.8, 279.13, 279.69,
321.375

Approved: Aug. 19, 1997

Reviewed: _____

Revised: March 22, 2005

April 27, 2010

April 28, 2015

June 23, 2020

June 25, 2025