

## RANCHO SANTA FE SCHOOL DISTRICT

### Board Policies Covering All Employees

**Board Policy No. 4019:      EMPLOYMENT REFERENCES CONCERNING CURRENT AND FORMER EMPLOYEES**

- A. Only the Superintendent has authority on behalf of the District to make any oral or written statement or to provide any letter of recommendation/reference to any prospective employer about any matter related to the job performance of a current or former employee. Employees, other than the Superintendent have no authority whatsoever on behalf of the District to make any statement or provide any letter of recommendation/reference, either directly or indirectly, to any prospective employer about any matter related to the job performance of a current or former employee.
- B. Prospective employers inquiring about any matter related to the job performance of a current or former employee shall be informed that only the Superintendent has the authority on behalf of the District to give information in reply to such inquiries.
- C. The Superintendent may give information to any prospective employer about any matter related to the job performance of a current or former employee only if (1) the request for information from the prospective employer is in writing on the prospective employer's stationery and the identity of the agent for the prospective employer is verified, (2) such information is accurate and can be substantiated by records of the District, (3) the release of such information is not prohibited by law, and (4) the Superintendent reasonably concludes that it is appropriate to release the information.
- D. An employee, acting in an individual capacity and outside of the scope of employment, may prepare, during non-working time only, a letter of recommendation/reference at the request of a current or former employee. Any such letter (1) shall not be on any stationery of the District, (2) shall state clearly that it was not prepared on behalf of the District, and (3) shall state clearly that the writer has no authority on behalf of the District to comment on any matter related to the performance of a current or former employee.
- E. Any employee who violates any provision of this Board Policy shall be considered as having acted in an individual capacity and outside the scope of employment, and shall be subject to discipline.

Date Policy Adopted By The Board: March 15, 1995

Dates Policy Reviewed By The Board: January 13, 2005; December 11, 2008

Date Policy Revised By The Board: May 17, 2007