

SUBJECT: Human Resources: Providing Letters of Recommendation on Former Employees	Effective Date: July 1, 2011	Policy Number: 04-5-006
	Supersedes: Policy: Date:	Page 1 of 2
	Responsible Authority: Director, Human Resources & Staff Development	

I. Purpose of the policy/Policy statement

This policy is designed to provide a clear, consistent policy for providing letters of recommendation on former employees.

II. Applicability/Scope

This policy applies to all administrators with supervisory responsibilities.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
All Administrators	<p>Must first contact the Office of Human Resources to verify if the former employee left his/her employ with the College voluntarily, in good standing. If the former separated in good standing, and also provides a written request for the employment verification, his/her former supervisor may provide a written letter of recommendation. Such requests may not include salary information.</p> <p>If the Director verifies that the employee did not leave employment in good standing, the administrator may not provide a letter of recommendation.</p> <p>The administrator must submit the written authorization and copy of the recommendation letter to the Director of Human Resources for filing in the former employee's archived personnel file.</p>	Upon receipt of receiving an inquiry/request for verification.
Director of Human Resources or his designee	Files written authorization and copy of recommendation letter in former employee's archived personnel file.	Within 2 business day of receipt of the inquiry/request.

IV. Related policies/References for more information

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	