



# CARD

## Policy and Procedure

**POLICY #3124** Employee References and Verification of Employment  
**EFFECTIVE DATE** 1/25/2024 **VERSION # 2**  
**DATE OF LAST REVISION** 12/22/2023 **NEXT REVIEW DATE** 1/1/2026

### APPLIES TO

Division Districtwide  
 Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

### PROCEDURE

All requests for verification of employment must be directed to the General Manager or the Human Resources Department. Supervisors and managers are permitted to provide a personal reference if that manager or supervisor has been listed as a personal reference and **not** as a supervisor.

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**Authority:** General Manager; Board of Directors

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Michelle Niven *Michelle Niven*  
 Author (print and sign)

*02/13/2024*  
 Date

*[Signature]*  
 Annabel Grimm  
 General Manager

*13 Feb 2024*  
 Date

Approved by the Board of Directors on: **January 25, 2024**