

## **Personnel**

### **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. Only 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 discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation he gives shall provide a complete account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

#### 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 recommendation

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; December 5, 2005