

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Employment Verifications and References concerning Present or Former Employees

DATE: March 5, 2008

PURPOSE: To establish guidelines for the processing of employment verification requests and references.

SCOPE: This procedure applies to all College employees who may receive requests for employment verifications and/or requests for employment references concerning present or former employees.

1. Employment Verifications and References by the College

Only the Office of Human Resources may provide employment verifications and references on behalf of the College. Employees who receive a request for employment verification and/or references may refer the requester to the Office of Human Resources, which will proceed as follows:

- A. Telephone Requests – If requested via telephone, only the beginning date of employment, the cessation date of employment, and the job title may be given. Further, the Office of Human Resources will obtain the identity of the caller before responding.
- B. Written Requests – If requested in writing, the information described in paragraph 1.A. above may be provided. Answers to questions relating to the quality of the employee's work, the employee's eligibility for re-hire, and similar or other inquiries may be addressed only if accompanied by a completed and signed "Authorization to Release Employment Information, Release of Liability and Indemnity Agreement" which is available on the Forms Bank.

Questions concerning subjective traits (such as personality, attitude and the like) will not be answered, and no information will be volunteered concerning such traits. The utmost care will be taken to include only statements that are verifiable as based upon true and undisputed facts in the employee's file.

2. Personal References and Letters of Recommendation

- A. Any verification, reference, or letter of recommendation given directly by a College employee (other than an employee assigned to the Office of Human Resources) is a personal reference given by the employee and does not represent a response, verification, reference, or recommendation by the College. An employee responding to any such inquiry or request is required to inform the requester that the reference is to be considered only a personal reference by the individual responding and not a reference by the College.

- B. An employee not assigned to the Office of Human Resources who provides information concerning present or former College employees may incur a personal risk of legal claims and personal legal liability by doing so. Providing such information may also result in a legal claim being made against the College. Therefore, any employee who receives a request for information or references is encouraged to refer the requester to the Office of Human Resources for an official response.

Adopted 12/7/87 as PM VI-27 and VII-25 (Employment Verifications and References on present or Former Employees); Revised and Merged into PM VI-27 on 5/18/01; Revised 3/5/08