

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 105.02
SUBJECT: EMPLOYEE RECORDS	INITIAL EFFECTIVE DATE: 05/06/86
TITLE: REFERENCE CHECKS/RECOMMENDATION	LAST REVISION DATE:

POLICY STATEMENT:

All requests for information, written or verbal, from persons outside the City concerning job applicants and/or current, retired, or terminated employees must be referred to the Human Resources Department. Such request shall include, but not be limited to:

- A. Verification of employment for loan and/or credit application.
- B. Verification of employment status.
- C. Salary verification or information.
- D. Verification of work and/or attendance records.
- E. Prior work history.

Without a signed release, the Human Resources Department will release only the dates of employment, position held and final salary.

No one else is authorized to release such information.

Letters of Recommendation written for a current, retired, or terminated employee must be approved by the Director of Human Resources. A copy of the letter shall become a portion of the employee's file.