

## **PER22: Employment References**

It is the Library's policy to disclose, in response to a prospective employer's request for an employment reference, only the following information about current or former employees: The dates of employment and salary information. All requests for employment references shall be forwarded to the Director or Human Resources administrator. The Director or Human Resources administrator is the only person authorized to respond to the request. Responses to employment reference requests will only be given to the appropriate person asking for the information and only after the [Director / Human Resources administrator] has verified the identity of the requestor. Prior to responding to the request, the Director / Human Resources Administrator shall also verify that the former or current employee is aware of and does not object to the Library's responding to the reference request.

**Chattahoochee Valley Libraries Board:**  
**Muscogee County Library Board:**  
**Muscogee County Library Board:**  
**Chattahoochee Valley Libraries Board:**

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