

# Release of Employment Records Including References Policy

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|--|------------|--------------------|-----------------|
| <b>Policy Number</b>                     | 300.07.01  | <b>Custodian</b>   | Human Resources |
| <b>Approved Date</b>                     | 10/20/2020 |                    |                 |
| <b>Effective Date</b>                    | 10/20/2020 | <b>Review Date</b> | October 2020    |
| <b>References: Personnel File Policy</b> |            |                    |                 |

## 1. Purpose

To safeguard personnel information of both current and former employees

## 2. Persons Affected

- 2.1. Staff
- 2.2. Previously employed staff

## 3. Policy

This policy is to ensure the following:

- 3.1. Only WETCC human resources department is authorized to release personnel information.
- 3.2. HR may only release position titles and dates of employment without a signed release form.
- 3.3. HR will only release details of employment history, compensation, and/or documents from the personnel file of current and former employees with a signed released form.

## 4. Definitions

- 4.1. Definition. Do it this way for uniformity.

## 5. Procedures

- 5.1. All employment verification, request for reference, or employment information for current or previous employees must be directed to the human resources department.

## Revision History

| Rev. Date  | Rev. No. | Revision                                   |
|------------|----------|--|
| 02/21/2025 | 2.       | Housekeeping, New Format, Change Custodian |
| 10/20/2020 | 1.       | Original                                   |