

	<p>City of Albany Human Resources Policy Policy #: HR-ER-14-002 Title: Verification Of Employment/Information Release From Personnel File/Reference Checks</p>	<p>Employee Relations</p>
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Purpose To maintain employee confidentiality while adhering to State and Federal guidelines regarding employee information and records.

Policy **Verification of Employment:**
Verifications of employment will be released by the Human Resources Department only. Human Resources shall routinely provide the following information in response to inquiries regarding current or former City employees.

- Verification that an individual is or has been employed by the City of Albany.
- Current or past positions with the City of Albany.

No additional information about employees shall be provided to persons other than City management staff without the prior consent of the employee, in writing, or alternatively, appropriate legal-mandated processes.

Letters of Recommendation/Reference Checks:

Letters of recommendation for current or past employees of the City of Albany may be drafted by the employee’s direct supervisor for review and approval of the Human Resources Department. Such letters shall only be released by a supervisor after this approval is obtained. A copy of any letter of recommendation that is released shall be sent to Human Resources, to be retained in the employee’s personnel file.

Reference checks, written or verbal, for current or past employees may be completed by the employee’s direct supervisor, and should solely reflect facts about the employee’s work history and/or performance that are verifiable within the written personnel file. Pursuant to policy HR-ER-17-001 The Human Resources Department will remain available for consultation regarding the contents of and access to the employee personnel file. A copy of any written response to reference checking shall be sent to Human Resources, to be retained in the employee’s personnel file.

Reference checks for current or former Police personnel shall be completed by the Police Department management staff in conjunction with the Human Resources Department.

Information Release From Personnel File:

The Human Resources Department will not release any personnel file to a third-party without a completed Letter of Understanding With Other Agencies Form accompanied by a waiver signed by the employee. The personnel file will be reviewed by the Human Resources Department prior to releasing it to the investigator/reviewer.

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Definitions N/A

References Letter of Understanding With Other Agencies

Review and Authorization

Supersedes: HR-ER-14-001 10/01/2004	Created/Amended by/date: SR: 09/01/2007	Effective Date: 09/01/2007
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes