

All Personnel

BP 4112.61

4212.61

EMPLOYMENT REFERENCES

4312.61

All requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all district employees shall be referred to the Superintendent or designee. Only the Superintendent or designee has the authority to provide a reference, letters of recommendation, or information about the causes or reasons for separation regarding all district employees other than the Superintendent or designee. The Superintendent or designee shall use his/her discretion to decide whether to provide a reference, letters of recommendation, or information about the causes or reasons for separation from employment.

Other staff members shall not make statements concerning a separated employee's performance or the reason(s) that an individual has left district employment.

(cf. 4112.6 /4212.6/4312.6 - Personnel Records)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURES

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation