

1451.01 EMPLOYMENT VERIFICATION AND REFERENCE PROCEDURE**EMPLOYMENT REFERENCE REQUESTS**

Any requests for references of current or former Northwestern Michigan College (NMC) employees shall be referred to the Office of Human Resources.

VERIFICATION OF EMPLOYMENT REQUESTS

All requests for verification of employment of current or former NMC employees shall be referred to the Office of Human Resources. Only the following information will be released with no restrictions: name, verification of current or former employment, dates of employment, title, and department. Further requests from outside parties, such as other employers, credit companies, banks, etc., for verification of salary information must be placed in writing and authorized by the employee, unless NMC is required by law (e.g., Freedom of Information Act requests) to provide the information.

Employee Consent/Release Form

It is the policy of the college not to disclose employment references/information about current or former employees unless and until the college has received a release form signed by the employee. For former employees, the Office of Human Resources will check the employee's file for a signed reference authorization form. For current employees, a signed release from the employee for whom the reference is requested is required. NMC's Employee Consent/Release Form (attached), should be given to the current employee for signature, and then delivered to the Office of Human Resources before any information is released.

Persons Who May Provide References

Only the Office of Human Resources or the employee's current or previous supervisor may provide references.

To Whom May References Be Provided

References may be provided only to bona fide prospective employers of current or former employees. Precautions should be taken to ensure that reference requests are legitimate, such as a) requiring the prospective employer to send a letter on letterhead requesting the reference; b) obtaining the business card of the person requesting the reference; or c) telephoning the person back to verify that he or she is indeed employed by the prospective employer.

What Information May Be Provided

Only job-related information may be provided to persons requesting information on current or former employees. Under no circumstances should information be provided regarding the employee's race, religion, national origin, health, child rearing, sexual preference, veteran status, complaints about alleged discrimination, political views, or private affairs.

Record of References Provided

It is the policy of the college that copies of any written references be forwarded to the Office of Human Resources for inclusion in the employee's Personnel Record.

Confidentiality

Except as provided by this policy or law, all employee information is considered confidential.

Policy Guidance

Supervisors are encouraged to contact the Office of Human Resources with any questions about this policy.

In the event this procedure does not effectively meet the needs of the employee(s) and/or the institution in a particular situation, the Director of Human Resources (or designee) may make exceptions on a non-precedent-setting basis, in consultation with relevant staff or others as necessary.

AUTHORIZATION OF STAFF PROCEDURE

Director of Human Resources' authorization: William L. Hendry Date Authorized: 1/21/05

**EMPLOYEE CONSENT/RELEASE FORM**

NAME: _____ EMPLOYMENT DATE: _____

SUPERVISOR: _____ TERMINATION DATE: _____

DEPARTMENT: _____

OFFICE: _____

Please note the following important information regarding the release of any employee information to future employers.

Without prior written authorization from former employees, the college will provide only the following information in response to reference requests:

1. Hire date and termination date
2. Job titles
3. Department

If you desire the college to provide additional information, for example, evaluation of job performance or reason for termination, then you must authorize the college to do so and you must release the college from liability for doing so, as provided below.

Employee Consent to Disclose Personnel Information and Release of Liability

I, the undersigned employee, hereby authorize the college to provide written and verbal information about my employment by the college in response to any request for such information by a person representing himself or herself to be checking references in connection with my possible future employment.

In consideration of the college agreeing to provide such additional information, I hereby release the college and its past, present, and future Board of Trustees, administrators, officers, directors, agents, and employees from any and all claims I may have arising out of the furnishing of such information.

In further consideration of the college agreeing to provide such additional information, I hereby release any person representing himself or herself as checking references in connection with my possible future employment from any and all claims I may have arising out of the furnishing of such information.

EMPLOYEE

(Signature)_____
Date

(Printed Employee Name)_____