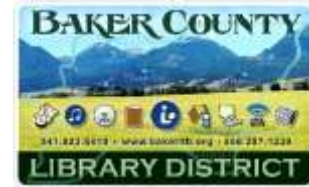


Policy on Employment Reference Requests and Release of Information



Purpose

Baker County Library District (BCLD) receives periodic requests from outside organizations seeking employment references for current or former employees. This policy establishes the standards and procedures for responding to such requests in a manner that is consistent, legally compliant, and protective of employee privacy.

General Policy

BCLD's standard practice is to provide verification of employment only, including dates of employment, job title(s) held, employment status, and eligibility for rehire. No additional performance-related or non-public information will be disclosed unless the employee has provided prior written authorization.

Employee Authorization Requirement

Employees who wish BCLD to share performance-related information, supervisor feedback, or other non-public employment details with a prospective employer must complete and sign the Authorization to Release Employment and Performance Information form. Without this authorization, BCLD staff must decline to provide any information beyond basic employment verification.

Scope of Authorized Release

When a valid release is on file, BCLD may disclose documented, job-related information relevant to employment, including performance evaluations, attendance records, job duties and training history, and disciplinary actions when applicable. BCLD will not disclose medical information, personal identifying data, or information protected by law.

Responsibility for Providing References

Only the Library Director or designated Human Resources representative is authorized to respond to formal reference requests. Supervisors may provide reference information only when a valid authorization is received and they are approved or directed to do so.

Good Faith and Legal Compliance

All information provided in response to reference requests will be shared in good faith, based on documented records or direct knowledge, in compliance with applicable laws. BCLD assumes no responsibility for decisions made by external organizations based on this information.

Retention of Authorization Forms

Signed authorization forms will be retained in the employee's personnel file for the duration of their validity.

Authorization to Release Employment and Performance Information



Employee Name: _____

Position Title: _____

Dates of Employment: _____

BCLD maintains a standard policy of providing only limited employment verification unless an employee authorizes broader disclosure. By signing this form, you may grant BCLD permission to release additional employment information, including performance-related details, to a prospective employer or other requesting party.

Information Authorized for Release:

- Job performance evaluations
- Attendance records
- Training records
- Job duties and responsibilities
- Disciplinary actions, if any
- Eligibility for rehire

Recipient of Information:

Employer/Organization: _____

Contact Person: _____

Email/Phone: _____

Purpose of Disclosure:

Employment reference check Background screening Other: _____

Employee Acknowledgment:

I understand that this authorization is voluntary, may be revoked in writing, and permits BCLD to release the information listed above. I release BCLD and its representatives from liability for providing information in good faith.

Duration of Authorization:

90 days One year Other: _____

Employee Signature: _____ **Date:** _____

Printed Name: _____

For BCLD Use Only:

Received by: _____ Date: _____

Position: _____