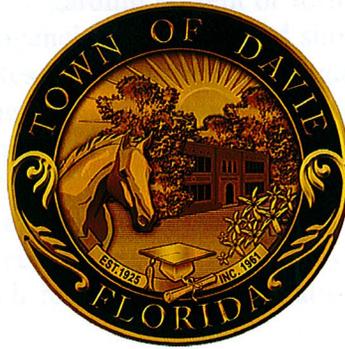


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**EMPLOYMENT REFERENCES  
SOP #21-007**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 1, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

*Stacy A.S. Haysler*  
\_\_\_\_\_  
Author

*9/24/12*  
\_\_\_\_\_  
Date

*Becky Penick*  
\_\_\_\_\_  
Town Administrator

*9-24-12*  
\_\_\_\_\_  
Date

**1-1. POLICY.**

It is the policy of the Town of Davie to standardize the information that may be disclosed in responding to inquiries concerning former employees.

All requests for information regarding present or former employees (potential employers, credit institutions, welfare agencies, attorney, and similar individuals or entities) are to be forwarded to the Human Resources Department regardless of whether the inquiry is by telephone or in writing. The servicing Human Resources professional shall have the sole authorization to provide employee information to outsiders.

Managers and supervisors are not authorized to provide reference and other information concerning former employees, unless written approval is obtained from the Director of Human Resources. All such requests for information are to be referred to the Human Resources Department.

This policy limits the disclosure of information to specific items, such as length of employment and positions held. Requests for any additional information will require a signed waiver from the former employee.

Human Resources will be responsible for answering all requests for record copying to employees and to outside individuals and/or organizations regarding employee records.

**1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and Volunteers.

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