

Release of Employee References and Employment Verifications

Date

12/04

Item

B.25

As a service to employees, Human Resources will verify dates of employment and position title to prospective employers and lending institutions. To safeguard the privacy of current and former employees, no additional information is released without the individual's written authorization.

Only Human Resources is authorized to release employment information for current and former administrative, support, and other hourly employees. All reference inquiries should be forwarded to Human Resources.

The provost and vice president for Academic Affairs is authorized to release employment information for current and former members of the faculty.