



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Reference Checks &amp; Verification of Employment</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>March 28, 2016</b>
<b>LAST REVISION DATE</b>	<b>New</b>
<b>POLICY NUMBER</b>	<b>5.02</b>

**OBJECTIVE** The purpose of this policy is to establish a uniform procedure in conducting reference checks and verification of employment.

**SCOPE** This policy applies to all applicants and past, current, and prospective employees of the City of Watauga.

**POLICY**

**A. Requests from Outside Parties**

1. All requests for information, written or verbal, from persons outside the City concerning job applicants and/or current, retired, or terminated employees must be referred to the Human Resources Department.
2. Such request shall include, but not be limited to:
  - a. Verification of employment for loan and/or credit application;
  - b. Verification of employment status;
  - c. Salary verification or information;
  - d. Verification of work and/or attendance records;
  - e. Prior work history.
3. Without a signed release, the Human Resources Department will release only the dates of employment, position held, and final salary. No one else is authorized to release such information.
4. Letters of Recommendation written for a current, retired, or terminated employee must be approved by the Human Resources Director. A copy of the letter shall become a portion of the employee's file.

**B. Reference checks for Prospective Employees**

1. Reference checks are conducted on every job applicant, regardless of the position for which they are applying. This process is conducted by Human Resources or a designated background investigator to verify the accuracy of the information provided by the applicant. Examples include checks of past employment, education, job-related accomplishments, etc.

2. Each prospective employee must submit at least three (3) professional references to be considered for employment. Applicants will be asked to provide the name, telephone number, and address of any past and present employers.
3. The City of Watauga will ensure that all reference checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable.