

Employee References

Policy No. 328

Policy Statement: All employee reference requests, whether internal or from external organizations or agencies related to a current employee or a former employee of the Archdiocese, will require authorization from the person being referenced.

Intent of Policy: The Archdiocese has an ethical and legal responsibility to maintain and safeguard confidentiality of employee information, including the access to and authorized release of such information.

Procedure:

- a) Employee reference requests (verbal or written) are to be directed to the appropriate supervisor or another authorized person.
- b) No reference information should be sought unless clearly documented authorization has been provided by the individual being referenced.
- c) If additional references are required other than those identified, documented authorization is to be obtained as in b).
- d) A record should be kept of any reference(s) that have been provided.

Refer to Policies:

No. 327 Employment and Income Verification Requests

No. 332 Personnel Files