

## REFERENCES CHECKS AND VERIFICATION OF EMPLOYMENT

### General Policy Statement:

Any employee or former employee requesting that the Town of Wilbraham or its officers or employees make a written or verbal reference related to said employee's current or former employment with the Town of Wilbraham must make such request in writing to the Town Administrator or Assistant Town Administrator and must provide a full release to the town and its officers or employees from any liability for such reference by completing an "*Employee Authorization to Release Reference Information Form*". This authorization form must be completed each and every time a current or former employee requests the Town of Wilbraham to release reference or verification of employment information.

#### **1. Responding to credit checks**

All requests for employment verification and credit checks from financial institutions must be forwarded to the Town Administrator or Assistant Town Administrator. The town will complete these requests provided that:

- the employee provides written consent to release the information
- the request is made in writing
- the information is limited to past earnings, employment dates and job title (no information about future earnings or employment probability will be provided)

#### **2. Responding to Pre-Employment Reference Checks of Former Employees**

The town will respond to pre-employment reference check inquiries from prospective employers on former town employees only with written authorization by the employee stating what type of information he/she authorizes for release. All pre-employment inquiries must be forwarded to the Town Administrator or Assistant Town Administrator for reply. References will be furnished in writing only and will not be given over the phone. The town will provide the authorization form to all employees at the time of separation from employment. In addition, former employees may obtain an "Employee Authorization to Release Reference Information Form" from the Town Administrator's Office.

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<b>ADOPTED:</b>	Personnel Board, January 19, 2005; Labor Counsel Review February 10, 2005 Board of Selectmen: March 7, 2005
<b>AMENDED:</b>	
<b>ATTACHMENT:</b>	
<b>FORM:</b>	Employee authorization to release reference information

The terms of collective bargaining agreements supercede any provisions of any personnel policies the town establishes. If a collective bargaining agreement is silent on a topic or a subject matter within a topic these policies are intended to apply. Where the provision of a collective bargaining agreement between the town and a union conflict with a provision of a town personnel policy, the collective bargaining agreement provision will govern for those employees covered by the agreement.

**Town of Wilbraham**

**EMPLOYEE AUTHORIZATION TO RELEASE EMPLOYMENT VERIFICATION  
AND REFERENCE INFORMATION**

PLEASE WRITE **YES** OR **NO** IN EACH BOX:

	<b>Any information desired</b>
	<b>Salary history (pay rates, dates and amounts of increases)</b>
	<b>Dates of employment (hire, separation, promotion)</b>
	<b>Position(s) held (job titles)</b>
	<b>Duties and responsibilities (as listed in job description)</b>
	<b>Attendance (Absences, Punctuality)</b>
	<b>Performance ratings</b>
	<b>Drug and alcohol test results</b>
	<b>Eligibility for rehire</b>
	<b>Interpersonal skills (relationships with co-workers)</b>
	<b>Other:</b> _____

"I, \_\_\_\_\_ HEREBY  
RELEASE, DISCHARGE, WAIVE, AND EXONERATE THIS MUNICIPALITY, ITS AGENTS, ITS  
EMPLOYEES, AND REPRESENTATIVES, FROM ANY AND ALL LIABILITY OF EVERY NATURE  
AND KIND ARISING OUT OF THE RELEASE OF THE INFORMATION AS INDICATED AND I  
AUTHORIZE THE TOWN OF WILBRAHAM TO RELEASE THE INFORMATION AS INDICATED  
ABOVE, TO:

ONLY TO [STATE NAME(S) AND ADDRESS(ES)]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_