

## Personnel

### EMPLOYMENT REFERENCES

SP 4113.00

The County Superintendent of Schools or designee shall process all requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all County Office employees. No other staff member shall make oral comments or written statements on agency letterhead about a former employees performance, or the reason(s) that individual left employment, without authorization from the Superintendent or designee.

An employee acting in an individual capacity and outside of the scope of employment may prepare during non-working time, a letter of recommendation/reference at the request of a current or former employee. Any such letter shall state clearly that it was not authorized on behalf of the County. Any employee who violates any provision of this Policy shall be considered as having acted outside the scope of employment, and may be subject to discipline.

#### *Legal Reference:*

CODE OF REGULATIONS, TITLE 5, 80332

GOVERNMENT CODE, 6250, 6252-6253.2, 6254c

LABOR CODE, 1050-1054

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 06/12/2000

**Date Revised:** 07/25/2002