

Requests for Employment References

Purpose *To have a clearly defined process for handling requests from existing or former employees for work related references.*

Policy Statement *All work related verbal and written references will be authorized by the Executive Director and/or Program Director(s).*

Prior to release of work related reference information, written consent from the employee may be required.

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Requests for Employment References

1. At any time that an employee of Accredited Supports to the Community receives a request to provide a work related reference, they must communicate this to the Executive Director/area Program Director for determination of handling.
2. If an employer contacts ASC asking for a reference in regards to an existing or former employee and the employee has not communicated that they wish a reference to be provided, a reference will not be given until the employer verifies written consent was obtained.
3. In the event that there are performance related concerns, these will be identified and the requesting employee will be advised that the reference will contain the noted concerns. The conversation with the employee making the request will be documented. If the employee making the request wants to continue with the request, a written consent form may be required and retained on file.
4. Without discussion and approval by the Executive Director/ Program Director, employees of Accredited Supports to the Community are not authorized to provide a work related reference.

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