

4.11 PROVISION OF REFERENCES

Purpose

The provision of references to prospective employers of present and past employees carries with it a duty to the employee and a legal obligation to the prospective employer. The intent of this policy is to outline the delegation of authority to provide references and to provide direction to those delegated to provide references.

Definition

References refer only to verbal reference checks. Written reference letters will only be issued in special circumstances such as a requirement for education.

Policy

The Association delegates the authority to provide references only to its exempt employees (managers).

In situations where non-exempt employees are asked to act as a reference for an existing or former employee, they must refer the request to their Program Manager or the Manager of Human Resources and Quality Assurance

In instances where the Program Manager or Manager of Human Resources and Quality Assurance is not familiar with the employee in question, references will be based on feedback provided by the employee's Performance Appraisal. In the event that no Performance Appraisal is on file, references will be limited to employment verification.