

4.11 PROVISION OF REFERENCES & EMPLOYMENT VERIFICATION

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. Employees requesting a written reference must submit their request in writing to Human Resources.

Policy

BACI delegates the authority to provide references only to Managers.

In situations where employees who are not a Manager are asked to act as a reference for an existing or former employee, they must refer the request to their Senior Manager or Human Resources.

Only Senior Managers or the CEO can provide a reference for Managers.

Only the CEO can provide a reference for a Senior Manager.

In instances where the Program or Senior Manager or HR 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. References for employees who have been terminated four years or more will be limited to employment verification (up to seven years).

Employment Verification

All requests related to employment verification, including wages and employment position, must be submitted in writing to Human Resources. This also includes requests related to personal matters – i.e. rental references, mortgage applications/renewals.

Linking Policies

8.4 Records Management Policy