

## **EMPLOYMENT REFERENCES**

It is the intent of the Monterey County Superintendent of Schools (County Superintendent) that references provided for current and former Monterey County Office of Education (MCOE) employees are accurate and reflect a meaningful evaluation of their skills and abilities. All reference requests must be authorized by a Cabinet-level manager. Prior to giving authorization to provide a reference, the Cabinet-level manager must ensure that the current or former employee for whom the reference is being provided has an "Authorization and Waiver to Release Information" form on file in the Human Resources department. The Cabinet-level manager must also give the Chief Human Resources Officer notification that a reference has been requested, as well as the name of the current or former employee to whom the reference is being provided.

Provided the current or former employee has an "Authorization and Waiver to Release Information" form on file in the Human Resources-maintained database (Exhibit to Administrative Regulation 4112.61/4212.61/4312.61), and authorization to provide a reference has been given by a Cabinet-level manager, MCOE employees shall provide information to prospective employers relating to the employee's work or other performance-related matters which bear upon the employee's ability to perform satisfactorily in the position(s) he or she has held with MCOE. The person providing the reference shall not intentionally omit significant facts, or state as facts matters which the person does not know of his or her own knowledge to be true. Such persons shall also refrain from making intentional misrepresentations, or offering opinions or information regarding personal characteristics, unless such personal traits bear directly upon the employee's ability to perform his or her job duties.

References shall not be made to the employee's known or suspected physical disability, race, creed, gender preference, ethnicity, or use/abuse of controlled substances and/or intoxicants. However, the Chief Human Resources Officer or designee may furnish, upon special request, a truthful statement concerning the reason for the discharge of an employee, or why an employee voluntarily left the service of MCOE.

If a current or former employee fails or refuses to execute the "Authorization and Waiver to Release Information" form, MCOE shall provide only the following information to prospective employers: dates of employment, positions held, and current (or last) salary earned.

*Legal Reference:*

EDUCATION CODE  
1050-1054      *Reemployment privileges*

CIVIL CODE

## EMPLOYMENT REFERENCES

SP 4312.61

47 *Privileged communication*

CODE OF REGULATIONS, TITLE 5

80332 *Professional candor and honesty in letters or memoranda of employment  
recommendation*