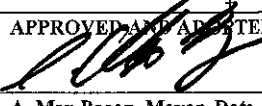

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: EMPLOYMENT REFERENCE AND THIRD-PARTY INQUIRIES
	NUMBER: EMP 2-0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date	

PURPOSE: To ensure that employment verifications, references, and other responses to third-party inquiries regarding former and current City employees are given out in a uniform and appropriate manner.

STATEMENT OF POLICY

No City employee is authorized to release information, verbally or otherwise, about another City employee or former employee without prior authorization from the Human Resources Director or City Administrator. All requests for employment verification, references or other information must be referred to the Human Resources Department. (This does not apply if part of a criminal investigation.)

The Human Resources Director or his or her designee will release information concerning current and former City employees as follows:

1. *Reference inquiries.* Only dates of employment with the City, official position title, and salary/rate of pay will be provided over the phone. Other requests must be submitted in writing to the Human Resources Director along with a signed authorization from the employee.
2. *Credit reporting agencies.* In response to requests by third-party credit reporting agencies, the request must be in writing and mailed, faxed or scanned to the attention of the Human Resources Director; information will only be given if the employee has signed an authorization to release such information.

The City will comply with subpoenas, court orders, and all other valid legal requests for information as required by law (including other requests falling under the *Georgia Open Records Act* or its amendments).

Legal documents (e.g., subpoenas, court orders dealing with employee information, etc.) should be forwarded immediately upon receipt to the City Clerk and the Human Resources Director for review and handling. Upon the advice of the City's legal counsel, the Human Resources Director will release the required information about a former or current City employee.

Requests made under the *Georgia Open Records Act* or its amendments will receive a response regarding the City's ability to either comply with or deny the request within three business days.