

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Employment Reference/Verification

POLICY NUMBER:

EFFECTIVE DATE: 04-04-07

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

Southeastern University's general policy in regard to a request for a reference or verification of employment on a current or former employee is to disclose, with written authorization from the current or former employee, only the following information to a prospective employer concerning the current or former employee: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates.

In exchange for Southeastern University to disclose additional employment-related information, the employee or former employee must agree to release and discharge Southeastern University and Southeastern University's successors, employees, officers, and directors for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Southeastern University's disclosure of employment-related information to prospective employers. This is accomplished by the employee or former employee signing Southeastern University's Employment Reference Release Form. Any information provided on current or former employees shall be job-related, factual and demonstrable from the records of the employee contained in the official personnel file of the employee.

PURPOSE:

To establish a standard policy to allow provision for Southeastern University to respond in good faith to the need of a former employee when seeking assistance in obtaining a viable reference to secure another position and assisting the former employee without placing the university at risk.

SCOPE:

The policy encompasses all departments/divisions of Southeastern University.

DEFINITIONS:

Official personnel file: the personnel file located in the Human Resources Department

FORMS AND APPLICABLE DOCUMENTS:

Employment Reference Release Form

PROCEDURES:

All inquiries from prospective employers concerning employment-related information on current and former faculty and staff employees should be directed to Human Resources. Before a reference is released, the Human Resources Director will verify that the

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Employment Reference Release Form has been completed and signed by the employee or former employee.

APPROVAL:

Approval by Southeastern University
Cabinet on April 4, 2007

DISTRIBUTION: Posted on Intranet on April 5, 2007

AUTHOR: Human Resources Director