

HUMAN RESOURCE MANAGEMENT

Employment Verification and References

Policy 7-21

Policy

The Department of Children and Families' Human Resource Management shall respond to all requests for employment verification and professional references utilizing only information contained in the employee's official employment file. Professional references based upon an employee or former employee's service with DCF shall not be provided by any other employee of DCF.

Information to be Released

If the requester is another state agency, law enforcement agency or federal agency, Human Resource Management shall disclose the complete official personnel file in accordance with applicable statutes and regulations.

For all other requesters without a signed release from the employee, verification of information already in possession of the requester shall be limited to:

- dates of employment;
- title(s);
- general job duties;
- salary;
- reason for separation (if applicable); and
- eligibility for rehire (if applicable).

For all other requesters with a signed release from the employee, any information specified in the release form shall be disclosed.
