



Policy HR 3.9 Employment Verification for Current or Former Employees

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

NOLS Administrative Operations staff will provide employment verification and pertinent employment information about current and former NOLS employees to prospective employers, lending institutions and other authorized agents upon request, on the condition that written permission has been obtained from the employee in question. References or other job related information regarding current and former employees may also be provided by NOLS Administrative Operations staff or authorized supervisors on the condition that the employee has given written permission to do so.

I. Employee notification

The Library will notify the employee or the former employee upon receipt of the employment verification request. The employee or former employee may inspect the written request for employment verification, his/her personnel file, and the information being prepared for release in accordance with Washington state law RCW 49.12.

Before such information can be released to a prospective employer, the employee or former employee must sign and submit a *Release of Employment Information* form, acknowledging they have been notified of the employment verification request and that they have reviewed the information that was released to the prospective employer. Employees or former employees who are aware that a request for their employment verification may be forthcoming are encouraged to provide the signed *Release* form to Administrative Operations staff in advance of the request.

The employee may submit rebuttal or corrective information to any information contained in the file prior to the information being released. Such information will be included in the released information.

2. Content of released information

When specifically requested by an authorized agent, the Library will release information about current or former employees' work history to include:

- a. Dates of employment;
- b. Positions held; and
- c. Current or last salary

An employer who discloses information about a former or current employee to a prospective employer, or employment agency as defined by RCW 49.60.040 at the specific request of that individual or employment agency, is presumed to be acting in good faith and is immune from civil and criminal liability for such disclosure if the disclosed information relates to:

- a. The employee's ability to perform his or her job;
- b. The diligence, skill or reliability with which the employee carried out the duties of his or her job; or
- c. Any illegal or wrongful act committed by the employee when related to the duties of his or her job.

NOLS will retain a written record of the identity of the person or entity to which information is disclosed under this section for a minimum of two years from the date of disclosure. The employee or former employee shall have a right to inspect any such written record upon request and any such written record shall become part of the employee's personnel file, subject to the provisions of RCW 49.12.

3. Letters of recommendation

A current or former employee may request a letter of recommendation from his/her supervisor, the Library Director or Assistant Director. The employee making the request must provide the name and contact information of the person to whom the letter should be sent, and complete and submit a signed Waiver or Hold Harmless release. The employee will be provided a copy of the letter. Letters of recommendation written by supervisors other than the Director or his/her designee must be approved in advance by the Director or designee. Unless a specific exception is made by the Library Director or designee, NOLS does not provide "To Whom It May Concern" letters because such letters do not speak to the employee's suitability for a particular job.

4. Administration

The Library Director is responsible for administering this policy.