

SAN DIEGO UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES

NO. 7182

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CLASSIFICATION PERSONNEL, GENERAL

EFFECTIVE 4-4-62

SUBJECT EMPLOYEE REFERENCE REQUESTS

REVISED 9-25-80

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing requests for employee references and recommendations.
2. This procedure applies to all written and oral requests for references received by principals or other management employees directly from employees or former employees, from potential employers, or from placement offices.
3. For regulations regarding release of information to the public, see Procedures No. 9010 and 7100.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Personnel Administration Department.
2. Principals and supervisors must forward all requests for employee references to the Personnel Services Division for reply. This practice is necessary to assure accurate dates of employment, salary, and total evaluation information contained in the employee's file. Exceptions to or deviations from this procedure must be approved by Personnel Administration Department.

D. IMPLEMENTATION:

1. Employee Requests

- a. Certificated employee asks prospective employer to request a reference from Personnel Administration Department.
- b. Classified employee submits request or asks prospective employer to submit request to Personnel/Payroll Section. Normally, only information verifying job classification and periods of employment can be provided.

2. Outside Requests (Oral or Written)

- a. Principal or supervisor must refer requests to Personnel Administration Department; may provide pertinent information regarding employee's performance with the request.

NOT RECORDED

D. 2. b. Personnel Administration Department

(1) Certificated employee: Prepares reference information from material in employee's personnel file and transmits it directly to requesting agency.

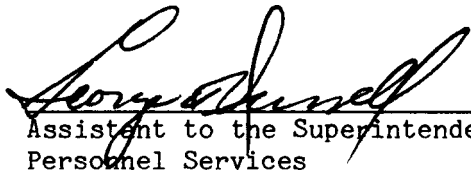
(2) Classified employee: Requests for former employee references (beyond job classification and dates of employment) are honored if request is accompanied by an information release form signed by the employee.

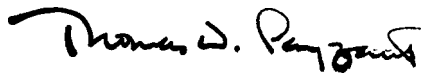
c. Personnel/Payroll Section responds to questionnaires and inquiries to extent of verifying information regarding job classification and dates of employment.

E. FORMS AND AUXILIARY REFERENCES:

F. REPORTS AND RECORDS:

G. APPROVED BY:

  
Assistant to the Superintendent  
Personnel Services

  
Superintendent