



# Verification of Employment and Incoming Reference Checks

PERSONNEL BOARD

Town of Boxborough, MA

## Intent and Purpose

To ensure consistency and maintain control of the information the Town provides to a current or former employee's prospective employer.

## Policy

All incoming inquiries about current or former employees, whether in person, mail or any other method, shall be referred to the Town Administrator or the Town Administrator's designee.

The purpose of this policy is to ensure that the process for responding to incoming requests for verification of employment and reference checks is uniform and adhered to by all departments. That process shall be as follows:

1. All requests for information from a prospective employer must be in writing.
2. Only factual information will be provided to the prospective employer in response to such requests and will be strictly limited to the following, as applicable:
  - a. Employee's current job title and salary grade
  - b. Employee's original date of hire
  - c. Dates of employment for a former employee and last position and salary held
3. Neither the Town Administrator nor his/her designee shall comment on an individual's suitability for a position or offer any other opinion regarding the individual being inquired about.
4. In those cases where a current or former employee has signed a waiver which authorizes the Town to release additional information to a prospective employer beyond what is specified above, such waiver shall be forwarded to the Town Administrator to determine the extent to which additional information can be provided to the prospective employer.

At no time shall an employee, Town official or volunteer comment on any aspect of a current or former employee's performance, behavior, reason for termination or provide any other information to a prospective employer on behalf of the Town except as is authorized pursuant to this policy.

*This is a new policy.*