

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-VII-2

Title:

References, Verbal & Written

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Adopted:

November 20, 2002

Reviewed: January 2019

Revised: October 15, 2008

July 2012

Policy

The Burk's Falls Armour & Ryerson Union Public Library provides verbal and/or written references for employment, educational, volunteer or other opportunities only with the *written* authorization of the employee, student or volunteer requesting that the reference be given. References should be given by the individual's immediate supervisor, whenever possible. When this is not possible, the reference will be given by a member of the Board. References will be based on the performance appraisals conducted at the library.

Procedures

1. The person requesting the reference will be given [an Authorization for Provision of Employment Information form](#) to complete and forward to the CEO. The person may withdraw the authorization at any time.
2. Personal references are not authorized by the Library. If an employee chooses to give a personal reference regarding another employee there must be a clear indication to the individual requesting the information that the reference is not being given by an authorized spokesperson for the Library and that the person giving the reference can only comment from a co-worker perspective.
3. Professional reference information may include the dates of employment or placement, the position held and a description of the duties and a description of the person's skills, abilities, qualifications and performance on the job based on written performance appraisals. It will include a balanced description of both the person's strengths and weaknesses in relation to the person's performance at the Burk's Falls, Armour & Ryerson Union Public Library. Reference information will not be given that is not documented.
4. Reference information will not include any information unrelated to the person's performance of duties at the Library, opinions about the person's personal attributes or speculation about the person's suitability for a position in another employment situation.
5. When an employee, student or volunteer is leaving the Library, the CEO determines at that time whether or not the person wishes to sign an Authorization for Release of Employment Information form for potential future references.

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6. Any inquiries regarding an employee's status with the Library will be handled by the CEO. Any employee who has given the agency's name as the employer for credit or other purposes must inform the CEO, in writing, to advise that a check is underway and to anticipate a call. Only the information provided by the person doing the check will be verified as correct or incorrect. No other information will be given out unless authorized in advance and in writing by the employee. If requested by the employee, in writing, the CEO will provide written confirmation of an employee's employment status and current salary. Copies of authorization and information provided will be placed in the employee's personnel file.