
SUBJECT: EMPLOYMENT REFERENCE POLICY

ADOPTED DATE: DECEMBER 17, 2007

PAGE 1 OF 1

Cass County will provide a written response to a written request for an employment reference. As a matter of general policy, the county limits the information disclosed to dates of employment, positions held, and wage history. The sample letter follows:

Example Letter

Dear REQUESTER:

Thank you for your inquiry about our former employee, EMPLOYEE NAME.

We are pleased to provide you with the following information:

EMPLOYEE NAME was employed with Cass County from DATE TO DATE.

EMPLOYEE NAME was employed as POSITION/TITLE(S).

EMPLOYEE NAME starting salary was AMOUNT and ending salary was AMOUNT, plus benefits.

It is Cass County's general policy to provide only this limited information for reference checks concerning any current or former employee. No inference should be drawn from our uniform application of this policy.

Sincerely,

Cass County Personnel Office

However, Cass County may be required to disclose all personnel information under an open records request made to the personnel office. In this case, a copy of any such written disclosure will be sent to the employee's last known address.

HISTORICAL REFERENCE DATE: DECEMBER 17, 2007