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# Biola Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Employee References

**POLICY NUMBER:** 2035

**2035.1** All requests for references or employment information must be directed to the General Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

**2035.2** By policy, the Biola Community Services District discloses only the dates of employment and the title of the last position held of former employees. If a district employee authorizes the disclosure of information in writing, the District also will inform prospective employers or financial entities of the amount of salary or wage you last earned.

**2035.3** No other employee may provide information about a current or former employee without prior written authorization of the General Manager. Violation of this policy may result in disciplinary action up to and including termination.