
RELEASE OF PERSONNEL INFORMATION

In order to protect the privacy of all HSWC, Inc. employees, all requests for information regarding the release of information from the personnel file must be forwarded to the Human Resources Manager who will respond in accordance with the following guidelines.

Reference Checks on current employees: The Human Resources Manager will seek consent of the employee prior to the release of any information. The Human Resources Manager will only release job title, salary, and dates of employment. If the requestor seeks performance related information, the Human Resources Manager will forward the reference to supervisor for response, with the consent of the employee.

Reference Checks on former employees: The Human Resources Manager will assure that a signed release of information is provided by the requesting party prior to release of any information. Information released will include job title, dates of employment, reason for leaving, final salary, eligibility for rehire. If performance related information is requested, the reference will be forwarded to the former supervisor.

Only authorized employees may provide professional references. Authorized employees include the immediate or former Supervisor, Program Director, Executive Director, Finance Director/ Asst. Dir. Of Operations, and Human Resources Manager.

Co-workers may provide personal references. However, it should be clear to the requestor that it is a personal reference and that the co-worker is not speaking on behalf of the agency.

Employment Verification: Credit Check and Employment Verification will be released only when authorized by the employee. Employees who routinely list information on credit applications or other forms which must be verified may sign a general statement of release giving the Human Resources Manager permission to respond to such requests.

Personal Information: The Human Resources Manager will not release information about any employee relating to family status, telephone number or address, without a signed release form or consent from the employee.

Approved by BOD 01/10/2001

Approved Policy Council 1/31/2001