

REFERENCES ON CURRENT OR FORMER EMPLOYEES

The Director and Deputy Director are responsible for providing employment references on current or former employees. Supervising attorneys and other employees are not authorized to provide references for current or past Commission employees without receiving prior authorization from the Director.

References will be provided only upon the receipt of a written waiver or release document that releases current or former employers and the person providing a reference from liability for providing the employment reference.

References will be provided based on employment information provided by direct supervisors and information contained in personnel files.

Approved by RH on January 24th, 2010