

**PERSONNEL**

**4112.61**

**4212.61**

**4312.61**

EMPLOYMENT REFERENCES

The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees must be approved by the Superintendent or designee.

At his/her discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful and complete account of the employee's job performance and qualifications.

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

517.3 Labor disputes

CODE OF REGULATION, TITLE 5

80331 Professional candor and honesty in letters or memoranda of employment recommendation

Randi W. v. Livingston Union School District et al., (1995)

45 Cal App. 4<sup>th</sup> 1570