

**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**

527.3 Labor disputes

**CODE OF REGULATIONS, TITLE 5**

80332 Professional candor and honesty in letters or memoranda of employment recommendation

**COURT DECISIONS**

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal.4th 1066