

CASS COUNTY REFERENCES POLICY

The County of Cass, its employees and officials will respond to oral and telephone requests for employment references by asking that the request be made in writing and by not providing any information orally or by telephone.

When a written request for employment references is received with a release (see attachment A) signed by the former employee and a release (see attachment B) signed by the requesting party, only the elected official or department head or their designee may answer it. The data normally provided will be the dates of employment, the job title held by the former employee during their dates of employment and the former employee's starting and ending salary information. Any other information provided by the elected official or department head under this policy shall be accurate and truthful.

ADOPTED: 03/11/99

Attachment A

COUNTY OF CASS

REFERENCE REQUEST RELEASE

I, _____, authorize the County of Cass, to give prospective
(print name)

employers any and all information concerning my employment record and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for damages, causes of action, including but not limited to slander and libel, that may result from furnishing such information.

Signature

Witness Signature

Date

Attachment B

COUNTY OF CASS

REQUESTING PARTIES RELEASE

I, _____, hereby hold harmless the County of Cass, regarding
(print name)

any and all information concerning the employment of _____ and any pertinent information that they may provide, personal or otherwise, and release the County and its employees from all liability for damages, causes of action, including but not limited to slander and libel, that may result from furnishing such information.

Signature

Company Name & Address

Date

Witness Signature