



HUM-014.....Employment Verification

Current Revision: 31.Jan.00

POLICY

The City responds with reasonable care and caution to inquiries about its employees.

PROCEDURES

1. All inquiries requesting verification of employment and/or salary must be directed to Human Resources.
2. Human Resources confirms only whether the person named is employed by the City, unless the inquirer has the written consent of the employee to release further information.
3. Human Resources may release additional information in the performance of its duties, including government and regulatory body inquiries.

City Manager