



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Employee Reference
Creation Date: April 30, 2008
Revision Date: None
Prepared By: Human Resources
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION:

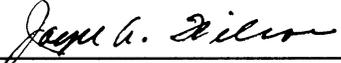
Neutral Reference Policy

POLICY:

The City of El Paso maintains a policy to provide only factual information on past or current employees.

- A. All inquiries regarding past or current employees must be immediately referred to the City of El Paso Human Resources Director.
- B. The City of El Paso Human Resources Director will provide the following information unless otherwise required by law:
 - 1. Employee Name;
 - 2. Job Title;
 - 3. Department;
 - 4. Status;
 - 5. Salary; and
 - 6. Dates of Employment
- C. Managers and supervisory personnel may not respond to verbal or written requests for references by releasing any type of employee information without the explicit approval of the City of El Paso Human Resources Director or designated representative.
- D. Employees may provide personal references. However, under no circumstances may a personal reference be provided on official city stationery.

APPROVED BY:



Joyce Wilson, City Manager

4/30/08

Date