

Employment Reference Check Policy

Purpose

The purpose of this policy is to address reference checks for current and former employees at Timberland Regional Library (TRL).

Scope

This policy applies to TRL staff.

Policy

Any requests for employment verification and/or work-related reference checks related to current or former employees of TRL shall be directed to the employee's direct supervisor or Human Resources. Supervisors must have at least six (6) months' experience supervising the employee in order to act as a reference. Other co-workers are not eligible to act as a work reference for other staff

References will be limited to verification of employment unless the employee or former employee has completed a written waiver and release.

Other staff members who provide personal recommendations:

- Are not agents of TRL
- May not make such recommendations as part of their job; and
- May not use TRL letterhead or work time to prepare recommendations

Effective 6/25/2025

Review Date 6/1/2032

Policy Number: 031

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.