

**EMPLOYMENT REFERENCES**

The Superintendent or designee shall review all requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all district employees other than the Superintendent. No other staff member shall make statements concerning a separated employee's performance or the reason(s) why any individual has left district employment.

Legal Reference:

**LABOR CODE**

1050 - 1054: Reemployment Privileges

**CODE OF REGULATIONS, TITLE 5**

80332: Professional Candor and Honesty in Letters or Memoranda of Employment Recommendation

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No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (Code of Regulations, Title 5, Section 80332)

No certificated person shall agree to -provide a positive letter of recommendation which misrepresents facts as a condition of resigning or for withdrawing action against the district. (Code of Regulations, Title 5, Section 80332)