

**All Personnel**

BP 4112.61

4212.61

**EMPLOYMENT REFERENCES**

4312.61

Only the Superintendent or designee shall process all requests for references, letters of recommendations or information about the causes or reasons concerning a separated employee's performance or the reason(s) why any individual has left district employment.

The immediate supervisor or designee may, if requested, provide a letter of recommendation for current employees in good standing provided:

1. It is brief, stating absolutely verifiable information concerning the individual, such as length of employment, job description, and responsibilities.
2. It is factually accurate based upon personal knowledge/observation of the person through direct contact with the person. That the statements describing the individual's traits, experiences, skills, and or professional and personal qualities have been verified to be true.
3. The reference relates to a specific position for which the person applied and the work that the applicant will perform.
4. There is good reason to believe that the employee will be a good employee within the position he/she is seeking.
5. Does not include information that might indicate the individual's race, color, age, religion, national origin, disability, gender, or marital/parental status.

*Legal Reference:*

LABOR CODE

1050-1054 *Reemployment Privileges*

CIVIL CODE

47 *Privileged communication*

CODE OF CIVIL PROCEDURE

527.3 *Labor disputes*

CODE OF REGULATIONS, TITLE 5

80332 *Professional candor and honesty in letters or memoranda of employment recommendation*

**Policy**

adopted: February 24, 1997

revised: November 3, 2008

revised: July 13, 2010

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California