

## **EMPLOYMENT REFERENCES**

Any Monterey County Office of Education (MCOE) employee may provide a reference. Prior to giving a verbal or written reference, the employee must first receive authorization from a Cabinet-level manager. Prior to giving authorization to provide an employment reference, the Cabinet-level manager must first check that the current or former employee has an "Authorization and Waiver to Release Information" form on file in the Human Resources office. If the waiver is on file, a reference may only be given after the Assistant Superintendent of Human Resources has been provided with notification that the reference has been requested, as well as the name of the current or former employee to whom the reference is being provided. If the waiver is not on file, only the following information can be provided: dates of employment, position(s) held, and current (or last) salary earned.

No 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 to be true, relating to the professional qualifications or personal fitness to perform services of any person who the writer knows shall use the letter or memorandum to obtain professional employment. [5 CCR 80332]

No employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the MCOE. [5 CCR 80332]