



Book	Policy Manual
Section	4000 PERSONNEL
Title	Employment References
Code	BP 4112.61
Status	Under Review/Revision
Cross References	BP 4112.6 - Personnel Records AR 4112.61 - Guidelines for Writing Letters of Reference
Adopted	February 7, 2005

The Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee **is responsible for processing** ~~shall process~~ all requests for references, letters of recommendation, or information about **employee performance, including** 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.~~

References which are not secured through the Superintendent or designee reflect the personal views of opinions of the author and do not reflect the views of the District.

Legal References:
ALASKA STATUTES
AS 09.65.160 Job References