

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4060

ADOPTED: 11/13/06

CLASSIFICATION: Administration

REVISED:

**SUBJECT: Employment References Concerning Current and
Former Employees and/or Professional Colleagues**

WRITTEN REFERENCES

The Superintendent or his designee has the right to make an oral or written statement regarding the job performance of any current or former employee of the Ventura County Office of Education (VCOE). Such matters are of a confidential nature and must be observed as such at all times.

In the event any current VCOE administrator is called upon to write a letter of reference related to the job performance of a current or former VCOE employee or colleague outside the organization and said letters of reference are to be written on VCOE letterhead stationery, prior approval of the Associate Superintendent of the appropriate VCOE Branch must be secured before any such letter is sent.

An employee of VCOE, acting in an individual capacity and outside of the scope of employment, may prepare, during non-working time, a letter of recommendation/reference at the request of a colleague or current or former VCOE employee. Any such letter must meet the following requirements:

1. It shall not be on any letterhead stationery from the VCOE; and
2. It shall state clearly that it was prepared by the individual employee and not on behalf of the VCOE.

ORAL REFERENCES

Prospective employers inquiring about any matter related to the job performance of a current or former employee shall be informed that only the County Superintendent, an Associate Superintendent or the Chief Human Resources Officer has the authority on behalf of the Ventura County Office of Education to give information in reply to such inquiries.

The County Superintendent, an Associate Superintendent or the Chief Human Resources Officer may give information orally to any prospective employer about any matter related to the job performance of a current or former employee only if: (1) the County Superintendent, an Associate Superintendent or the Chief Human Resources Officer is certain about the identity of the

representative from the prospective employer; (2) any information provided is accurate and can be substantiated by records of the VCOE, (3) the release of such information is not prohibited by law; and (4) it is appropriate to release the information under the circumstances. Requests for oral background checks and recommendations may be completed by a Department Head with the approval of the County Superintendent, Associate Superintendent or the Chief Human Resources Officer.

Any employee who violates any provision of this policy shall be considered as having acted in an individual capacity and outside of the scope of employment; and, as such, may be subject to disciplinary action.