

# Human Resources Classified Staff Policy and Procedures

**Policy #** 115.0

**Effective:** 09/88

**Revised:** 9/1/09

**Section:** Employment

**Subject:** Employment Reference/Verification

**Reference:** 3D Memorandum of 10/14/87, Applicable Arizona Revised Statutes

**This policy content has been consolidated into Classified Staff Policy #115.1 Access to and Release of Personnel Records and Information.**

**Deleted:** All inquires from prospective employers concerning employment-related information on current and former Classified Staff employees should be directed to Human Resources.¶

¶  
All requests for written responses to employment reference/verification inquires must contain the employee's signature authorizing the release of information. Any information provided on current or former employees shall be job-related, factual and demonstrable from the records of the employee. A copy of this written communication shall be sent to the employee's last known address.