

**GENERAL REFERENCE POLICY**

It is the policy of this school district to respond only to written requests for reference information. The information which may be released includes the employee name, job title, salary and dates of employment.

This policy applies to current or former employees and should not reflect either negatively or positively on a specific employee. If an employee would like additional work-related information released, they would sign a release of information form provided by the Superintendent/CEO. Employees are in no way required to sign the release.

This release will be placed in your personnel file.

**Legal References:**

SDCL 60-4-12      Presumption of good faith disclosure of employment information to prospective employers

1<sup>st</sup> Reading-4/19/2016

2<sup>nd</sup> Reading-5/17/2016

Date Adopted-5/17/2016

Last Revised-