

	Policy Owner:	Vice President and Chief Human Resources Officer
	Responsible Office:	Human Resources
	Origination Date: 10/01/1993	Last Revised: TBD
	Policy Title:	4.13 Inquiries Regarding Current or Past <u>and Former</u> Employees

Definitions

Hiring Official: The individual responsible for conducting the hiring process for an open staff position.

Policy

~~The~~ Human Resources ~~Department~~ is the official source of information regarding ~~present or current and~~ former employees. Other University officials or entities may release certain information about current or former University employees only as designated.

[Job References section moved from 1.08 Recruiting and Hiring]

Section I: Job References

Supervisors may provide a requesting employer with information concerning a current or former employee's reason for termination, job performance, professional conduct, and job evaluation to be used for the purpose of evaluating the employee for employment. Any information provided on current or former employees shall be job-related, truthful, factual, and demonstrable from the employee's records. A copy of any written communication regarding an individual's employment at the University that is sent ~~provided~~ to a prospective employer, other than another University department, must be sent to the ~~employee or former employee at their~~ individual's last known personal address. Arizona law provides that supervisors who are authorized to respond to references about current or former employees are immune from civil liability in connection with providing information to a prospective employer, unless all of the following are found to exist:

- The information is false, and
- The information tends to bring the staff member into disrepute, contempt, or ridicule, and
- The prospective employer acts on information to harm the employee or former employee, and
- The supervisor knows the information is false or acts with reckless disregard of its truth or falsity.

~~Questions regarding the legality or appropriateness of sharing information as part of providing job references should be directed to Human Resources.~~

~~Supervisors may provide factual information to Northern Arizona University hiring officials who are considering employing either current or former employees. Additionally, the Northern Arizona University Hiring eOfficials may review the applicant's personnel files of the relevant position's applicants who are current or former employees in the Human Resources Department.~~

Section II: Proof of Employment or Income

Employment and income verifications are provided by the University's employment verification vendor ~~requested by mortgage companies, banks, or other financial institutions should be referred to the Payroll Department.~~

~~A copy of written communications regarding verification of past employment must be sent to the former employee's last known address. This will include both the information requested and supplied.~~

Related Information*

[A.R.S. 23-1361](#)

[Employee Personnel Records Management](#)

[Employment and Income Verification Instructions](#)

Policy History*

10/01/1993: Policy adopted.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.