

<b>Harrisburg School District</b>	<b>NEPN Code: GB</b>
<b>Policy Manual</b>	

**GENERAL REFERENCE POLICY**

It is the policy of this School District to respond only to requests for reference information by way of 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 must authorize the District to do so in writing. This release will be placed in the employee's personnel file. Employees are in no way required to authorize the release of such information.

Verification of employment requests are responded to by Human Resources. Name, title and dates of employment is the only information released.

Adopted:

Revised: