

City of Mission Viejo Personnel Policy

Subject: **REFERENCE CHECKS**

Statement of Intent:

To establish procedures for granting reference checks for past and current employees.

Policy:

1. All requests for reference checks shall be directed to the Human Resources Division.

2. The Human Resources Division will confirm only factual information related to the employee's employment with the City. The information which will be confirmed shall consist of:
 - a. Dates of employment
 - b. Position titles
 - c. Rates of pay

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)

Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)