
St. Andrews Parish Parks & Playground Commission

Policy Manual

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To foster a spirit of cooperation between employers and to facilitate a more accurate hiring process, SAPPSC gives references of current and former staff members to potential employers and lenders.

The Human Resources Director gives all references. Information available to requesters includes any information documented in the staff member's personnel file.

Any information related to race, color, religion, sex, or national origin, as well as any medical information, is kept separate from staff members' personnel files and is not included in any reference.

Standard data such as dates of employment, salary, and title are generally given over the phone, or, if desired, by fax. Requesters wanting more extensive data may be asked to fax or mail their questions and will receive a written response, a copy of which will be kept in the staff member's personnel file.

A personnel file and other employment paperwork can be subpoenaed in its entirety by law enforcement agencies.

Approved May 15, 2003