

**POLICY AND PROCEDURE**

<b>SUBJECT/TITLE:</b>	Appendix A.5 References/Employment Verification Policy and Procedure
<b>SCOPE:</b>	Columbus Public Health, All Staff
<b>CONTACT PERSON &amp; DIVISION:</b>	Kevin G. Williams – Administration/Human Resources
<b>ORIGINAL DATE ADOPTED:</b>	12/31/2010
<b>LATEST EFFECTIVE DATE:</b>	12/24/2018
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<b>BOH APPROVAL DATE:</b>	N/A
<b>REFERENCE NUMBER:</b>	N/A

**PURPOSE**

The intent of this document is to provide a consistent method for providing reference or employment verifications.

**POLICY**

All requests for information regarding present or former employees are to be directed to the Columbus Public Health (CPH) Human Resources (HR) Office.

**BACKGROUND**

N/A

**GLOSSARY OF TERMS**

N/A

**PROCEDURES & STANDARD OPERATING GUIDELINES**

- I. The CPH HR Office will only provide verification of dates of employment, job titles, the standing (good or not in good standing) of the employee at termination (if applicable), and whether a former employee is eligible for reemployment. If presented with a public records request, CPH HR will comply with all City of Columbus and CPH procedures to fulfill the public records request lawfully.
- II. The CPH HR Office will respond to all written or verbal requests it receives for verification of employment of a current employee.

**CITATIONS**

N/A

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Department Human Resources Officer, Primary Author
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**APPENDICES**

N/A

**REFERENCE FORMS**

N/A

**SIGNATURES**

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



Kevin G. Williams, Department Human Resources Officer

11 / 30 / 2018  
Date



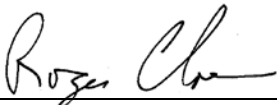
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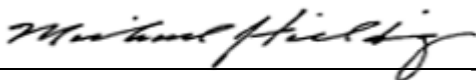
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