



## **BOARD POLICY**

**BOARD POLICY SERIES NUMBER: 350**

**TITLE: REFERENCE REQUEST FOR FORMER/CURRENT UCC EMPLOYEES**

It is the policy of Umpqua Community College that all employment references be given by the Human Resources Department. As a limited exception, managers and supervisors may be allowed to provide letters of reference for current and former employees by completing an Employee Authorization for Reference Letter form. Approval of the request and the reference letter must be made in advance, by the HR Department. Providing a letter of reference without following this policy may be grounds for discipline of the person providing the reference. (This policy does not apply to letters of reference for students.)

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 07/2008 by Board

DATE OF LAST REVIEW: