

EMPLOYEE REFERENCES

This policy has been adopted to prevent defamation claims in connection with the giving of references on present or former employees of this school unit. This policy applies to any request for a reference from a prospective employer concerning a present or former employee.

- A. Any employee of M.S.A.D. #29 who receives such a request shall refer any such request to the administrator who is/was responsible for the evaluation of the individual involved. In case that administrator is no longer available, the Superintendent should decide who shall best respond to the reference request.
- B. Before giving a reference, in writing or orally, that administrator shall review the written evaluations of the individual's performance.
- C. Any facts or opinions expressed in writing or orally by that administrator in response to any such request shall be based on written evaluation documents or on first-hand knowledge or observations by that administrator of the individual involved.
- D. Administrators are encouraged to express candid opinions in all cases provided these opinions are supported by written evaluations or by first-hand knowledge or observations by that administrator or the individual involved.
- E. When employees leave, permission is to be sought to give information to potential employers who may request it. The permission should include a release from all claims that might arise from giving such references.

Adopted: May 6, 2013