

1 **4052**  
2 **Job References to Prospective Employers**  
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5 All requests for employment-related references or employment  
6 history by prospective employers of current or former employees must  
7 be referred to a member of the administrative team. The  
8 administrator will either provide a reference in compliance with this  
9 policy or will forward the request to the superintendent.

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11 If the school district is subject to a written separation agreement  
12 regarding a particular employee, the terms of that agreement will  
13 govern the district's response to requests for information, regardless  
14 of any written consent provided to the school district.

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16 If the school district is not bound by a separation agreement and  
17 receives a legally enforceable written consent to release information,  
18 the district may provide the information authorized by that document.  
19 The school district may provide additional truthful information to  
20 prospective employers of current and former employees.

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22 **Employees Suspected of Sexual Misconduct Against a Minor or**  
23 **Student**  
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25 Apart from the routine transmission of administrative and personnel  
26 files or unless otherwise permitted by law, the district and any  
27 employee, contractor, or agent of the school district is prohibited from  
28 providing any employee any assistance in obtaining a new job if the  
29 school district or the individual acting for the school district has  
30 probable cause to believe said employee has engaged in sexual  
31 misconduct with a student or minor in violation of the law.  
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34 Adopted on: November 13, 2018

35 Revised on: July 10, 2019

36 Reviewed on: July 10, 2019  
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