



Policy and Procedures Manual Application: All Personnel Section A5.12 Reference Check

A 5.12 REFERENCE CHECK

All inquiries regarding a current or former East Central University employee must be referred to the Employment Services Office.

Should an employee receive a written request for a reference, he/she should refer the request to the Employment Services Office.

Under no circumstances should any ECU employee release any information about any current or former ECU employee over the telephone. All telephone inquiries regarding any current or former employee of ECU must be referred to the Employment Services Office.

In response to an outside request for information regarding a current or former ECU employee, the Employment Services Office will furnish or verify only an employee's name, dates of employment, job title, and department. Additional data regarding the employee shall not be furnished unless the employee or former employee authorizes ECU to furnish this information in writing that also releases ECU from liability in connection with furnishing this information, or ECU is required by law to furnish any information.