

Sacramento City USD

Board Policy

Employment References

BP 4312.61 4112.61,4212.61

Personnel

The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees must be approved by the Superintendent or designee.

At his/her discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation he/she gives shall provide reasonably complete account of and not misrepresent or omit significant facts regarding the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

Randi W. v. Muroc Joint Unified School District et al. (1997 14 Cal.4th 1066)

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: May 6, 2002