

## **REFERENCE POLICY**

### **Purpose**

Employers risk violating EEO laws, the laws of defamation of character, and an employee's right to privacy when giving references. While the Town may be tempted to provide helpful information to a prospective employer with the hope that the courtesy would be returned, information provided to any such employer must be carefully scrutinized and limited.

### **Policy**

The Town of limits information given in a reference to the following:

- A. Verification that the employee worked full or part time, for the employer during a stated period;
- B. Description of position held;
- C. Verification that the employee achieved a given salary range.