

Category: 300

Number: 349

Policy: VERIFICATION OF EMPLOYMENT

Purpose: The purpose of this policy is to define and serve as primary document for verification of employment.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

Prospective employers, financial institutions and residential property managers routinely contact employers, including St. Clair County for information regarding a former or current employee's work history and salary. All such requests of this type must be in writing and should be referred to and handled by the Human Resource (HR) department only. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information.

A written verification of employment form that has been completed by the Human Resource department will be returned directly to the requesting party. The Human Resource department will only provide factual information, such as position, dates of employment and wage. Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be declined.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: June 17, 2021