

# Salinas Union High School District

All Personnel

Policy # 4012.61

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## **EMPLOYMENT REFERENCES**

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 a careful, truthful and complete account of the employee's job performance and qualifications.

(cf. [4112.6](#)/4212.6/4312.6 - Personnel Files)

(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

COURT DECISIONS

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