

Operations Policy #928 Employee References

Purpose:

From time to time Board Members, officers and employees of the SusQ-Cyber Charter School are contacted to give references for current and former employees.

Guidelines:

- To protect confidentiality, ensure consistency with the content of references, and to avoid any concerns or conflicts between reference requestors and reference givers, references shall only be given by the CEO, a designee, or successor. It shall be the policy of the SusQ-Cyber Charter School that the only information to be given in a reference is the following:
 1. Positions held at SusQ-Cyber Charter School
 2. Dates of employment for current and former employees
- If the reference requestor seeks additional information or asks specific questions regarding the employee, the respondent should say, “According to school policy, this is the only information the school is authorized to provide”.

Delegation of Responsibility:

The CEO is responsible to ensure that all employees are aware of this policy and abide.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.