

**CLASSIFICATION: All Personnel**

**ADOPTED: 9/9/97**

**REVISED:**

**SUBJECT: Employment References**

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The Assistant Superintendent, Human Resources, or his/her designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all County Superintendent of Schools' employees other than himself/herself.

No employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true relating to the professional qualifications for personal fitness to perform services of any person who the writer knows will use the letter or memorandum to obtain professional employment.

No employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the County Superintendent of Schools.

**Legal Reference: Labor Code  
1050-1054  
Civil Code  
47  
Code of Civil Procedure  
527.3  
California Code of Regulations, Title 5  
80332  
Randi W. v. Livingston Union School District et al.; (1995) Cal, 4<sup>th</sup> 1570**