

**RESOLUTION ESTABLISHING A POLICY FOR PROVIDING
EMPLOYMENT-RELATED INFORMATION**

WHEREAS, the City of Rapid City does not currently have a policy that addresses the mechanism for providing employment-related information to prospective employers of former and current City employees; and

WHEREAS, there is a significant risk of liability to the City when employment-related information is disclosed to third parties; and

WHEREAS, the Rapid City Common Council deems it in the best interest of the City of Rapid City to adopt a policy that protects the taxpayers of the City of Rapid City from potential liability and provides a mechanism that allows for the disclosure of employment-related information.

NOW, THEREFORE, BE IT RESOLVED by the City of Rapid City that the following policy is hereby adopted:

The purpose of this policy is to outline the procedure for providing employment verifications, any personal or employment-related information, or personal or employment-related references. In the absence of the City's Employment Reference Release signed by a former or present employee, only information regarding the beginning and ending dates of employment and salary will be released in writing by the Human Resource Department.

This policy applies to all employees of the City of Rapid City and includes providing employment verifications, any personal or employment-related information, or personal or employment-related references about former and current employees.

The following procedure must be observed by all employees when requests for employment verifications, any personal or employment-related information, or personal or employment-related references are made. Discipline for failure to follow this procedure will be commensurate with the severity and/or frequency of the offense and may include termination of employment. Additionally, violations of this policy can expose the individual and the City to liability.

Any employee who receives a request for employment verifications, for personal or employment-related information, or for personal or employment references shall first refer the request to the Human Resource Department.

The Human Resource Department will require all requests be in writing and on the organization's letterhead. Oral requests for information will not be accepted.

Former and present employees may sign the City's Employment Reference Release. Upon the Human Resource Department receiving the signed Employment Reference Release, the

Human Resource Department or the present or former employee's respective Department Director may release truthful information regarding the current or former employee.

Dated this ____ day of March, 2007.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)