

ATTACHMENT J

POLICY ON

EXTERNAL EMPLOYMENT INFORMATION REQUESTS

Adopted: May 5, 2008

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Town of Williston

Selectboard Policy

External Employment Information Requests

1. Purpose: In responding to requests by outside organizations and individuals for employment information on current or former employees, the Town attempts to balance the confidentiality and privacy concerns of its employees with the legitimate information needs of other organizations. The Town also considers employees' interests in having employment information in their files disclosed as quickly as possible. The following provisions are designed to achieve this objective.
2. Former Employees: In responding to other employers' requests for employment information about former workers, the Town may provide the individual's start and end date of employment, title of position(s) held, and confirmation of wage or salary information provided to other employer by the former worker. Additional employment information is provided only if the affected individual authorizes the release by completing a Consent and Release form and if the Town deems it in its best interest to do so.
3. Current Employees: In responding to information requests about current employees, the Town will release information only with the knowledge and consent of the individual involved. Oral consent is sufficient for the release of basic factual information such as the worker's employment dates, job title, and pay rate. In cases where an outside organization is seeking disclosure of additional information, the Town may require the employee to submit a signed consent and release form authorizing the release of information and releasing the Town from any liability associated with the disclosure.
4. Authorized Disclosures: To ensure consistency, fairness, and accuracy, all managers, supervisors, and employees should refer any external requests for employment information to the Manager's Office. The Manager or designated representative will review each request and verify that the Consent and Release Form has been properly completed. Without authorization from the Manager, no department head, supervisor, or employee should respond to an external request for employment information. Violators of this requirement may be subject to discipline, up to and including discharge.
5. Exceptions:
 - 5.1. In cases where a Separation Agreement has been reached with a former employee, the provisions of that Agreement shall dictate the terms and conditions under which employment information can be released.

Appendix J

5.2. The Town reserves the right to inform prospective employers if an administrative determination has been made of discriminatory or criminal conduct concerning current or former employees.

6. Sample Consent Form:

Consent and Release Form

I, _____, request and authorize the Town of Williston to release information from my records in response to any requests for the same from _____ (name of organization or individual).

I understand that the information I am authorizing the Town to release includes factual employment information and also can involve records or assessments of my abilities, performance, attendance, productivity, attitude, conduct, and other work-related characteristics or issues.

In exchange for the Town of Williston's timely cooperation with this request, I hereby agree not to file or pursue any complaints, claims, or legal actions of any kind against the Town of Williston or any of its employees, representatives, or agents arising out of their activities or actions performed in connection with this disclosure of information.

Signed: _____

Date: _____

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