

## **Employment Reference Policy**

Upon receipt of a request for an employment reference regarding a current or former employee of Young Scholars Charter School, it is the school's policy is to release only dates of employment and job title, unless the employee provides to Young Scholars Charter School a written Authorization for Release of Employment Information or Young Scholars Charter School otherwise is required by federal or state law or court order to release additional information.

Only the CEO of Young Scholars Charter School, the HR Manager, and/or the Co-Principals is authorized to provide an employment reference on behalf of Young Scholars Charter School. Any Young Scholars Charter School employee who receives a request for an employment reference regarding an individual's employment with Young Scholars Charter School must be directed to the Co-Principals.

Under no circumstances should any employment reference be provided without approval from the CEO. Any employment reference provided other than as set forth in this policy is grounds for discipline, up to and including termination.