

Employee Handbook	Authority: Approved by Council	Type: Employee
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	Policy No. 300-24 Providing References / Verification of Employment	

R.M. of Browning No. 34

**Policy No. 300-24 Providing
References / Verification of
Employment**

December 12, 2018

1. Providing References / Verification of Employment

- 1.1.** The R.M. of Browning has no requirement to provide a reference for former employees. However, it is up to the Forman and Administrator’s discretion whether they would like to provide a reference. All references will be factually accurate.
- 1.2.** Employees who would like to list the Forman or Administrator as a reference should request permission from that person to do so. Employees who did not supervise an employee’s work should not be asked, nor give permission, to be a reference for that person.
- 1.3.** The R.M. of Browning reserves the right to provide, instead of a reference, a verification of employment for any employee. Information that can be provided in a verification of employment would include dates of employment and career history with the R.M.

Document Revision History:

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Policy No. 300-24 Providing References / Verification of Employment	December 12, 2018	Council