

HUMAN RESOURCE POLICY

#28 (EMP)

RESPONDING TO REQUESTS FOR INFORMATION ON CURRENT & FORMER EMPLOYEES (JOB REFERENCES & EMPLOYMENT VERIFICATIONS)

Approved by: Personnel Board 9/29/2011

City Council 11/8/2011

Mayor of Omaha: Jim Suttle
City Council President: Tom Mulligan
Human Resource Director: Richard A. O’Gara

Pursuant to the Omaha Municipal Code, Section 23-65, this document is a Human Resource policy of the City of Omaha. Please check the City’s website, <http://www.cityofomaha.org/humanresources/public-documents/hr-policies> for the latest version of this policy. Where no policy or guideline exists or if there are questions on this policy, please contact the Assistant Human Resources Director/Labor Relations Director in the Human Resources Department.

Purpose:

The purpose of this policy is to guide City employees and/or any contracted third party vendors on the proper procedures to follow to accurately and legally respond to requests for employment information on the City’s current and former employees.

Policy:

In order to ensure that only accurate information is given regarding current or former City employees, and in order to avoid litigation, it is the policy of the City of Omaha to protect the privacy of each current and former employee. Those wishing to verify the employment or seeking job references of a current or former employee must contact the appropriate verification service to provide employment and income verifications. The City of Omaha may either retain a contractor to provide these services or designate a specific individual within the Human Resources Department to provide the services. No one other than the designated persons should answer (in writing or verbally) any requests for employment verifications or job references.

Employment and income verifications are permitted, where authorized, for a number of different purposes including but not limited to when applying for a mortgage or loan, for reference checking, leasing an apartment, establishing credit, or any other instance where proof of employment or income is needed. The information will be provided to federal, state, and local government agencies, when required by law. Unless required by law, the individual employee requesting verification is responsible for authorizing the release of this information to the verifying organization.

City of Omaha employees are prohibited from releasing employment/income verification information or job references on other current or former City of Omaha employees. This policy is designed to protect the City of Omaha and the employee from any potential liability.

Except as otherwise provided by law, the contactor who shall provide these services or the designated specific individual within the Human Resources Department will provide to the public upon request only the following public information about current or former employees:

1. Employee name
2. Classification
3. Dates of employment
4. Employment status (i.e., full-time, part-time, classified, unclassified)