

**POLICY TITLE:** EMPLOYMENT REFERENCES AND LETTERS OF RECOMMENDATION  
**POLICY NUMBER:** 3850

**COMMITTEE APPROVAL DATE:** 11/13/2018 **WRITTEN/REVISED BY:** HUMAN RESOURCES  
**BOARD APPROVAL DATE:** 11/28/2018 **SUPERSEDES:** 06/25/2014

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**POLICY:**

**3850** It is the policy of the Beach Cities Health District (“District”) to regulate the provision of employment references and letters of recommendation by District employees for current and former employees, volunteers and student interns.

**SCOPE:**

**3850.1** This policy applies to all Beach Cities Health District (“District”) employees.

**RESPONSIBILITY:**

**3850.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly.

**CONTENTS:**

**3850.3** The District faces exposure to significant liability through the provision of employment references and letters of recommendation by District employees for current and former employees. Therefore, it is in the best interests of the District to ensure that employment references and letters of recommendation issued by individuals in their capacity as District employees, or that could be reasonably interpreted as provided by the individual’s capacity as a District employee, be accurate and conform to all requirements of this policy and the law. All requests for an employment reference or letter of recommendation shall be reviewed and processed accordingly by Human Resources.

**3850.3.1** Human Resources shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Chief Executive Officer or his/her designee.

**3850.3.2** At his/her discretion, the Chief Executive Officer or his/her designee may refuse to give an employment reference or letter of recommendation. Any employment reference or letter of recommendation he/she gives shall provide a careful, truthful, and complete account of the employee’s job performance and qualifications.

**3850.4** The District recognizes that volunteers and student interns often have a need for employment references or letters of recommendation when applying for permanent employment for an employer other than the District.

**3850.4.1** Human Resources shall process all requests for employment references or letters of recommendation for volunteers and interns. All letters of recommendation must be reviewed and approved by Human Resources.

**3850.4.2** Human Resources has the discretion to refuse to give an employment reference or letter of recommendation. Any recommendation given shall provide a careful, truthful, and complete account of the volunteer's or intern's performance.

**EXCEPTIONS:**

**3850.5** The Chief Executive Officer is the only person authorized to make exceptions to this policy.