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Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the Director.

If Teachwell is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern Teachwell's response to requests for information, regardless of any written consent provided to Teachwell.

If Teachwell is not bound by a separation agreement and receives a legally enforceable written consent to release information, Teachwell may provide the information authorized by that document. Teachwell may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, Teachwell and any employee, contractor, or agent of Teachwell is prohibited from providing any employee any assistance in obtaining a new job if Teachwell or the individual acting for Teachwell has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: 8/15/2023

Revised on:

Reviewed on: