

All Personnel

BP 4112.61  
4212.61  
4312.61

## EMPLOYMENT REFERENCES

The Superintendent or designee 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 Superintendent or designee.

At his/her discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful and complete account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)  
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

### *Legal Reference:*

LABOR CODE

1050-1054 Re-employment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

Policy  
Adopted: September 11, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California