

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:

Date: February 22, 2021

Signature on File

Elfriede Roman, Superintendent

**I. SUBJECT: VERIFICATION OF EMPLOYMENT AND REQUESTS FOR REFERENCES-OF CURRENT OR FORMER EMPLOYEES**

**II. PURPOSE:**

To establish uniform responses to requests for verification of employment.

**III. REFERENCE:**

Ohio Revised Code 4113.71

**IV. POLICY:**

All requests for employment verification are to be referred to the Payroll Department. The Payroll Department will verify requests for salary information, dates of employment and current or most recent classification. Information will be released as required by law.

All requests for employment references should be referred to the Human Resources Department.

Only the Superintendent may authorize an employment reference other than verification of employment dates, position and salary or other public records.

**V. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VI. REVIEWED:**

2/21, 2/19, 2/18, 2/17, 2/16, 2/15, 2/14, 2/13, 2/11, 10/08, 10/06, 10/04, 10/02, 10/00, 5/98, 5/96