

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
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	Policy No. 300-24 Providing References / Verification of Employment	

**Town of Lampman**

**Policy No. 300-24 Providing  
References / Verification of  
Employment**

**December 12, 2018**

**1. Providing References / Verification of Employment**

- 1.1.** The Town of Lampman has no requirement to provide a reference for former employees. However, it is up to the Foreman and Administrator’s discretion whether they would like to provide a reference. All references will be factually accurate.
- 1.2.** Employees who would like to list the Foreman or Administrator as a reference should request permission from that person to do so. Employees who did not supervise an employee’s work should not be asked, nor give permission, to be a reference for that person.
- 1.3.** The Town of Lampman reserves the right to provide, instead of a reference, a verification of employment for any employee. Information that can be provided in a verification of employment would include dates of employment and career history with the Town.

Document Revision History:

<b>Document Title</b>	<b>Revision Date</b>	<b>Approved By</b>
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