

**DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY**



DTC POLICY NUMBER: 6-1-008

REF. STATE BOARD POLICY: NA

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POLICY TITLE: Employment of Verification

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: Personnel/Fiscal Affairs

x		Fall 1995
NEW POLICY	REVISED POLICY	DATE APPROVED BY COMMISSION

PRESIDENT	DATE	CHAIRPERSON	DATE
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POLICY STATEMENT:

It is the policy of Denmark Technical College to conduct employment verifications in the following manner:

1. Employment verification shall be defined as the act of providing employment-related information about employees (current or former, permanent or temporary) to persons outside the College.
2. Requests for employment verification must be in writing, signed by the applicant, and routed to the Personnel Office.
3. The Personnel office is the only office authorized to release information for employment verification. When appropriate, the Personnel Office will consult with supervisors when completing verifications, particularly those requested by prospective employers.
4. Only an employee's salary range, grade, job description, date of employment, sex, race, and title may be released without written authorization of the employee.
5. Upon written authorization of the employee, more specific details such as exact salary, employment dates, and performance-related information may be disclosed.
6. Copies of employment verifications will become a part of an employee's official personnel file.

Under the Freedom of Information Act, the actual salaries of directors of agencies, departments, institutions, and commissions must be released upon a written request signed by the requesting party.