



## ARCHDIOCESE OF REGINA

<b>Policy Name:</b>	Employment References and Reference Checking	<b>Number:</b>	<b>S3-9</b>
<b>Policy Type:</b>	Conditions of Employment	<b>Date Approved:</b>	<b>February 2016</b>
<b>References:</b>	<i>Saskatchewan Human Rights Act</i>	<b>Date Revised:</b>	<b>February 2019</b>

**Policy Statement:** All employees' reference requests whether internal or from external organizations or agencies related to a current employee or a former employee of the Archdiocese, will require from the person being referenced a written authorized/signed release form or other satisfactory evidence of providing such authorization.

**Rationale:** The Archdiocese has an ethical and legal responsibility to maintain and safeguard confidentiality of employee information, including the access and authorized release of such information.

**Definitions:** “**External**” means another employer, parish, organization/agency diocese or site/location.

“**Internal**” means within the same organization/agency/parish/location.

“**Satisfactory Evidence of Authorization**” may be an employee's or former employee's signed letter or list of names that can be contacted for or about references.

**Procedure:**

- a) Verbal or written employee reference requests are to be directed to the appropriate supervisor or designate. Verbal references should be followed up by a written confirmation of the information.
- b) No reference information should be given unless clearly written authorization has been provided by the individual being referenced. Request should state the length of time the authorization is valid. (Appendix G)
- c) If additional or different authorization other than those originally presented are requested, written authorization should be obtained from the individual being referenced.
- d) Documentation should be maintained of any reference provided.

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