



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:**EMPLOYMENT VERIFICATIONS AND REFERENCE CHECKS****Policy
Number**

D 23.12

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PURPOSE

The purpose of this policy is to establish the manner in which employment references and verifications of employment are to be conducted to provide consistency while protecting the rights of applicants, current employees and former employees, and limiting potential liability to Pima County (hereafter "County").

DEFINITIONS

- A. Employment verifications are requests from outside agencies, organizations or the general public on current and former employees and are the responsibility of the Human Resources Department.
- B. Reference checks provide job-related information on former or current employees and job applicants concerning their abilities, accomplishments, knowledge, training, skills, work performance and work habits. Reference checks are the responsibility of the hiring or former Appointing Authority or designee. These checks shall include verification of certifications and licenses prior to hire and shall be conducted only on the finalist applicant(s). All information provided or obtained must be job-related.

POLICY

It is the policy of the Board of Supervisors that Appointing Authorities will secure employment references on job applicants, within and outside the County, and disclose employment references on former or current employees seeking employment within and outside the County. Reference checks to non-County employers will be provided upon receipt of properly completed consent and disclosure documentation. Reference checks between County departments do not require the consent of the current or former employee. Further, it is the policy of the Board of Supervisors that employment verifications are the responsibility of the Human Resources Department and are handled in accordance with Personnel Policy 8-118.B.3.

ADMINISTRATIVE PROCEDURES

The County Administrator shall promulgate administrative procedures implementing this policy.

Effective Date: June 6, 2000
Revised Date: January 5, 2010