

EMPLOYMENT REFERENCES

RELEASE OF INFORMATION REGARDING EMPLOYEES

The technology center will respond promptly and professionally to reference requests regarding current and former employees. The Human Resources Manager is the technology center representative authorized to handle all such responses.

Unless an appropriate written release is submitted, the Human Resources Manager is only authorized to release public records related to employment, to confirm an employee's dates of employment, and identify the position(s) held by the employee.

If an appropriate written release is submitted, the Human Resources Manager will provide whatever information is authorized.

ESSA Mandate Compliance

All technology center employees are required to comply with the Every Student Succeeds Act's requirements related to employment references.

No employee may assist a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual knew or has probable cause to believe, that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

Reference: 40 OKLA. STAT. §61
 20 USC §8546