

# REQUEST FOR EMPLOYEE INFORMATION FROM AN OUTSIDE AGENCY GUIDELINES

---

It is common for the various City departments to receive requests to release or divulge information pertaining to a current or former employee. This information can be sensitive and extreme caution must be exercised when releasing it. To ensure we are acting within our legal boundaries and to minimize our exposure to potential litigation, the following guidelines have been created to assist you:

1. In general, all information requests should be routed to the Clerk-Treasurer.
2. Non-supervisory personnel should **NOT** release employee information to a non-City official. The only exception to this rule is an employee of the Clerk-Treasurer's office who has been authorized to do so by the Clerk-Treasurer.
3. Non-supervisory personnel should be instructed to refer all employee information requests to the respective Department Head or directly to the Clerk-Treasurer's office.
4. A Department Head may release the following general information if he/she has accurate information available:
  - a. Employment verification – Does or did the employee work for you?
  - b. Employment tenure – How long has or did the employee work for you?
5. Information regarding the employee's performance should not be released unless:
  - a. The employee was an exceptional performer that the City would immediately rehire if a vacancy existed – A positive recommendation may be given.
  - b. A written "employee information release" form which is signed by the employee is presented – A copy of this signed release should be placed in the employee's personnel file.
6. Poor evaluations or negative comments should **NOT** be released without a signed "employee information release" form – Answering "Our policy prohibits me from releasing that information" is the preferred response.