



PERSONNEL RULES AND REGULATIONS

RULE 14: <i>Records and Reports</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 4: <i>Employee Reference Checks</i>	Pages: <i>1 of 1</i>

Section 1: Introduction

In the event a reference check is received by a prospective employer or other external source seeking to verify employment information, the Human Resources Department shall only provide dates of employment, job title, and employment type unless a written authorization is provided by the employee/separated employee.

If a written authorization is received, the following provisions shall apply.

Section 2: Inquiry and Disclosure

Pursuant to Nebraska Revised Statute Section §48-201, Sarpy County may disclose the following information about a current or former employee upon receipt of written consent from the current or former employee:

- A. Pay rate and wage history;
- B. Job description and/or duties;
- C. The most recent written performance evaluation prepared prior to the date of the request and provided to the employee during the course of his/her employment;
- D. Attendance information;
- E. Results of drug and/or alcohol tests administered within the past year prior or as required for those holding CDL licensure;
- F. Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at or toward another employee;
- G. Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and
- H. Whether the employee is eligible for rehire.

Section 3: Good Faith Provision

The County disclosing such information shall be presumed to be acting in good faith and shall be immune from civil liability for the disclosure or any consequences of such disclosure unless the presumption of good faith is rebutted upon a showing by a preponderance of the evidence that the information disclosed by the County was false, and the County had knowledge of its falsity or acted with malice or reckless disregard for the truth.