

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

HUMAN RESOURCES

VERIFICATION OF EMPLOYMENT

POLICY 4104
ADOPTED: 12/15/09

Employment verifications for current and past Triton employees may only be provided by the Human Resources department.

Employment verification requests should be received in writing and bear the employee's signature indicating permission to release information. Verification requests may be sent via fax, scan, email, regular mail or delivered in person.

Verifications will be handled as follows:

1. General Employment Verifications: The HR department will verify only, employee name, job title(s) and dates worked. Salary information will not be provided.
2. Employment Verifications for Credit Purposes: The Human Resources department will verify employment dates, job title(s) and salary. The department will not provide information about the probability of continued employment.
3. State and Federal Court Verifications: These are the only employment verifications that will be honored without the employee's signature.
4. A copy of completed verifications will be placed in the employee's Human Resources file.