

	Policy: Employment Reference Policy	Effective Date: January 2, 2001
		Revision Effective Date:
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	<hr/> City Manager	<hr/> Human Resources Responsible Party

POLICY

It is the policy of the City of Monroe that no officer or employee of the City of Monroe shall give reference with respect to any previously employed City of Monroe employee that is seeking employment with any other employer.

The Director of Human Resources may give the information concerning an employee or past employee allowed by the General Statutes of North Carolina.

Any request for an employment reference or verification of employment should be forwarded to Director of Human Resources for response.

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