

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

**Policy 4112.61**

**Employment References**

The County Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all Solano County Office of Education (SCOE) employees other than himself/herself. All letters of recommendation to be issued on behalf of SCOE for current or former employees must be approved by the Superintendent or designee.

At his/her discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation s/he gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment.

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against SCOE.

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

LABOR CODE

1050-1052 Misrepresentation of facts

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal.4th 1066

Policy Cross-Reference:

4112.6 Personnel Files

4117.5 Termination Agreements