

State Human Resources Policy #E24-101.07

Employee References

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DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

Character or Personal Reference - A reference, provided by a person who knows the employee/person, which addresses the individual's character and abilities.

Employment Reference – A reference provided to a prospective employer, normally by an employee's current or past employer, that contains positive or negative comments about an employee's job performance.

POLICY

1. Employment References

a. The State Operations State Human Resources Officer (State HRO) is the only person authorized by the Agency to provide employment references for current or former State employees. No other person is authorized to provide an employment reference for current or former State employees on behalf of the Agency, whether verbal or written.

b. The Agency will only provide employment references upon request from the employee or from potential employers.

c. Employment references will only contain information which can be verified by documentation in the State employees' personnel records or in the South Carolina Enterprise Information System (SCEIS), and will not include information protected by either Federal or State privacy laws or regulations, or the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2. Character or Personal References

a. Agency State employees who wish to provide character or personal references for colleagues or former employees must make it clear they are doing so purely as a personal acquaintance or friend, and not in their capacity as an employee of the Agency.

b. The referring Agency State employee must acknowledge in the document that the reference is being given in a personal capacity, and the Agency is not responsible for the reference or its content.

c. The referring Agency employee cannot use Agency letterhead, job titles, telephone numbers or email addresses in the document.

PROCEDURE

1. State Employees or Departments receiving requests for employment references will forward the request through supervisory channels to the State HRO.

2. The State HRO will validate all information with the documentation in the State employee's personnel file and in SCEIS prior to responding to the request.
3. The State HRO will place a copy of the employment reference letter, to include a record of the person or entity to which reference information was disclosed, into the State employee's personnel file.