EMPLOYEE REFERENCES

1. General

This regulation establishes uniform procedure for handling outside inquiries concerning present, future and former city employees.

2. Responsibility

All requests for any type of information concerning present, future and former employees of the City of Port Huron will be forwarded to the Human Resources Director for reply.

3. Exception

In those cases where an employee has been given as a personal reference by another individual, the employee will be responsible to explain to the inquirer that the information he or she voluntarily gives is their own personal disclosure and does not necessarily represent the view of the employer.

This regulation supersedes Administrative Regulation No. 9-6, effective July 8, 1974.