

**Resolution No. 6-0399**

**RESOLUTION CONCERNING DISSEMINATION OF  
IOWA COUNTY EMPLOYEE INFORMATION TO  
PROSPECTIVE EMPLOYERS**

**WHEREAS**, the Committee on Salary & Personnel desires to establish a policy and procedure for dissemination of information regarding (past & current) Iowa County Employees to prospective employers who request information;

**WHEREAS**, said policy and procedure is necessary to reduce the risk of liability to Iowa County and to provide a consistent and centralized procedure for handling all requests for (past or current) employee information;

**NOW, THEREFORE, BE IT RESOLVED BY THE IOWA COUNTY BOARD OF SUPERVISORS** that the following policy and procedure be adopted concerning dissemination of Iowa County employee information to prospective employers.

**I. Policy**

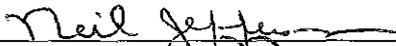
It is the policy of Iowa County that it will not provide written or verbal references to prospective employers requesting information regarding past or current Iowa County employees. It is the policy of Iowa County to provide prospective employers upon request the (past or current) Iowa County employees dates of employment, positions held and pay rates paid unless the employee or employer requesting the information submits an authorization which contains a release holding the county harmless for releasing information as to the employee's job-related character or ability.

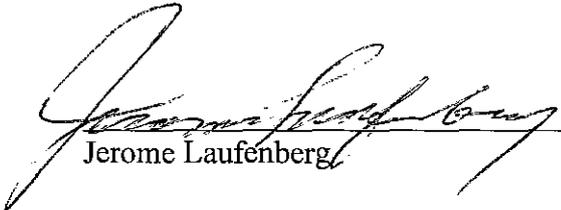
**II. Procedure**

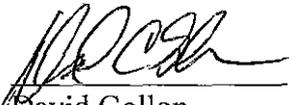
- (a) All Iowa County employees shall refer all requests for references to the Iowa County Personnel Director;
- (b) The Personnel Director upon receipt of the request (or upon receipt of a request from a prospective employer) shall in written form provide the prospective employer the (past or current) Iowa county employee's dates of employment, positions held and pay rates paid;

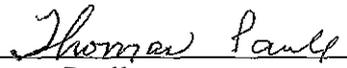
- (c) If the (past or current) Iowa county employee or prospective employer requests additional information concerning an Iowa County employee's job-related character or ability the Personnel Director will require a written, signed release from the (past or current) Iowa County employee and, if possible, from the prospective employer before releasing any additional information not included in paragraph II(b); and
- (d) If a signed release as described in Paragraph II(c) is received, the Personnel Director shall request from the appropriate department head or supervisor a signed statement containing information concerning the (past or current) Iowa County employee's job-related character and ability. The appropriate department head or supervisor may decline to provide such a statement and in that event the requester will be so advised. The Personnel Director shall review the content of the statement prior to dissemination from the Personnel Department to the prospective employer.

Respectfully submitted by the Committee on Salary & Personnel, Neil Jefferson, Chairman.

  
\_\_\_\_\_  
Neil Jefferson, Chairman

  
\_\_\_\_\_  
Jerome Laufenberg

  
\_\_\_\_\_  
David Gollon

  
\_\_\_\_\_  
Thomas Paull

  
\_\_\_\_\_  
Diane McGuire

**COMMITTEE ON  
SALARY & PERSONNEL**

Date

(Employer)  
(Employer's address)

**RE: Request for Employment Information Regarding (Employee's name)**

Dear Sir or Madame:

It is the policy of Iowa County pursuant to Iowa County Resolution No. \_\_\_\_\_ not to provide written or verbal references to prospective employers. It is the policy of Iowa County pursuant to said resolution to disseminate the following information regarding the above-named employee:

Dates of employment:

_____	_____
From	To
_____	_____
From	To
_____	_____
From	To

Position Held:

_____	_____
From	To
_____	_____
From	To
_____	_____
From	To

Pay rates paid:

_____	_____
From	To
_____	_____
From	To
_____	_____
From	To

If additional information is requested concerning the above-referenced employee's job-related character or ability a signed release from the employee (and, if possible, from the prospective employer) must be received before any additional information not included in this correspondence is released. For your convenience a release is enclosed. If additional information is requested, please sign and return the same to the Iowa County Personnel Department.

Sincerely,

Jan Hollaway-Falk  
Personnel Director

**HOLD HARMLESS**

The undersigned agrees to hold the **COUNTY OF IOWA AND ITS AGENTS AND EMPLOYEES HARMLESS** from any and all actions, causes of actions, claims, damages, costs, loss of services, expenses and compensation on account of, or in any way arising out of, release of employment information regarding (name of employee).

The undersigned by executing this agreement further authorizes the County of Iowa to release information concerning (name of employee) job-related ability character.

\_\_\_\_\_  
Employee                                      Date                                      \_\_\_\_\_  
Prospective Employer                      Date