



EMPLOYMENT REFERENCES

University Heights Charter School seeks to support employees in their career development. This may require employment references to take advantage of employment and educational opportunities. The following policy dictates the terms upon which employment references will be provided.

Current Employees

At employee request, University Heights Charter School will provide references for current employees to take advantage of educational opportunities and employment opportunities that do not interfere with the employee’s capacity to execute their contractual responsibilities. These references, to be filled out by the employee’s immediate supervisor or the Executive Director, may include a description of position responsibilities and employment dates. The supervisor or Executive Director may also provide an evaluation of the employee’s performance, either in response to questions or in the form of a recommendation letter, once the employee has signed a waiver form. Employees seeking references should provide at least two weeks before the reference is due to allow for enough time for completion.

Former Employees

At former employee request, University Heights Charter School will provide references for former employees to take advantage of educational and employment opportunities. These references, to be filled out by the employee’s immediate supervisor or the Executive Director, may include a description of position responsibilities and employment dates. Performance evaluations, either in response to questions or in the form of a recommendation letter, will not be provided. Former employees may use their yearly performance evaluations for this purpose.

Colleague References

Colleagues may provide each other reference but should not be pressured to do so. If they feel pressured by a current or former employee to provide a reference they do not wish to make they should notify their supervisor immediately. When making a reference, colleagues must state honestly their relationship as collegial and non-supervisory in nature, and not in any way fgive the appearance of having a supervisory relationship. They must also state this their personal reference and not one made on behalf of the school.

Board Approval Date: 8/17/2010