



**AGENDA ACTION FORM**

**Consideration of a Resolution to Amend Employment Verification Policy #25**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-268-2024  
Work Session: September 30, 2024  
First Reading: N/A  
Final Adoption: October 1, 2024  
Staff Work By: Tyra Copas  
Presentation By: Tyra Copas

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**Recommendation:**  
Approve the Resolution.

**Executive Summary:**  
This policy change updates that any information relevant to a current or former employee such as position/title, salary, dates of employment, shall only be shared by the Human Resources Department. Additional information that may be shared by the Human Resources department would include any employment training or contractual agreements in place.

**Attachments:**  
Resolution  
Employment Verification Policy #25 – Draft

	<u>Y</u>	<u>N</u>	<u>O</u>
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—