

	Employment Verifications	
	Section No: 1.03	
	Category: Employment Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	<i>Supersedes: former Section 25, Resolution 268-2024, effect date: 10/1/24</i>	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Employment Verification: Confirmation of factual information regarding a current or former employee's employment, including position/title, dates of employment, salary, and disciplinary actions.

Policy

The purpose of this policy is to establish a consistent and lawful process for responding to requests for employment verification. This policy ensures the protection of employee privacy, promotes accuracy, and minimizes organizational risk.

All requests for employment verification shall be referred to the Human Resources Department. Only the Human Resources Department, or other designated officials authorized by Human Resources, may respond to employment verification requests. Supervisors, managers, and other employees are **not authorized** to provide employment verification information. This includes references, recommendations, or opinions regarding performance.

This policy applies to employment verification only. Verbal or written employment references, recommendations, or opinions regarding an employee's performance are not provided unless expressly authorized by Human Resources and consistent with organizational policy.

Consequences of Policy Violation

Any employee who provides employment verification information outside of this policy may be subject to disciplinary action.

Related Information or Procedures:

N/A

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes only the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov