



POLICY

TITLE: Reference Checks and Personal Recommendations

POLICY NUMBER: 031

EFFECTIVE DATE: 07/26/2017

REVIEW DATE: 07/01/2025

SUPERSEDES POLICY NUMBER: 6R25 dated 10/2009

AUTHORIZED BY: Board of Trustees

1. Purpose: The purpose of this policy is to address reference checks for current and former employees at Timberland Regional Library (TRL).
2. Scope: This policy applies to TRL staff.
3. Definitions: None
4. Policy:
 - a. Any requests for reference checks related to current or former employees of TRL shall be directed to Human Resources.
 - b. Staff members who provide personal recommendations:
 - i. Are not agents of TRL,
 - ii. Do not make such recommendations as part of their job,
 - iii. May not use TRL letterhead or work time to prepare recommendations.
5. Citation: None
6. By the enactment of this policy, the Board of Trustees of the Timberland Regional Library District concurrently rescinds any prior policy or procedure within the Library District that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees July 26, 2017

President

Date