

College Personnel Series—3000

INQUIRIES FOR EMPLOYEE VERIFICATION (INCLUDING STUDENT EMPLOYEES)

All inquiries about Chemeketa Community College employee information and verification (excluding employment references) are to be forwarded to the Human Resources department for college response.

Responses to inquiries from governmental agencies or financial institutions will include verification of employment dates, job title, and salary or wage amount only. Any other information request will require a written release from the employee.

Any release of records will be subject to the provisions of Oregon Public Records Law.¹

Employment references are addressed elsewhere in the policies and procedures.²

July 17, 1985

Adopted College Board of Education

April 19, 2006; March 21, 2007;
September 15, 2010; June 25, 2014;
May 17, 2017

Revised College Board of Education

¹ORS 192.410 - 192.505 (See also ORS 192.502(2).)

²Policy and Procedure #3071