

Gordon State College Employment Verification Practices

Gordon State College maintains strict confidentiality of employee records. However, operating requirements do necessitate disclosure of employee information. Prospective employers, financial institutions, and other organizations routinely contact Gordon State College requesting information on former or current employee's work history and salary. The purpose of this policy is to outline circumstances in which employee information will be disclosed to external organizations.

Persons Who May Provide Employment Verifications

All requests for verification of employment of current or former Gordon State College employees should be directed to the Office of Human Resources. Under no circumstances is any other employee authorized to provide a written or verbal employment verification response for the institution.

Written Requests

It is the practice of the College to disclose employment references/information about current or former employees only when the College has received a written request. All written requests should be faxed to the Office of Human Resources at 678-359-5290 or mailed to GSC (Human Resources), 419 College Drive, Barnesville, GA 30204. No information will be released by telephone.

What Information May Be Provided

Only job related information may be provided to persons requesting information on current or former employees. If a written request does not include a signed authorization to release information, the following information may be released:

- Current employment status
- Current or last job title
- Dates of employment

If the written request includes a signed authorization to release information, salary information may also be released. No information will be provided regarding the employee's race, creed, color, sex, national origin, religion, age, veteran status, genetic information, disability or any characteristic protected by law.

General Verification

Upon request, the Office of Human Resources will prepare a general letter which verifies employment at the institution. This request requires the completion of a signed authorization to release information. This letter may contain:

- Current job title
- Original hire date
- Current department
- Salary information

Policy Guidance

Gordon State College complies with laws established by HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act). Supervisors are encouraged to contact the Office of Human Resources with any questions about this policy.



Authorization to Release Employee Information

Employee Name _____ Date _____

Please indicate the information you wish to have released:

- Job Title
- Dates of Employment
- Current Department
- Salary Information
- Other (state below)

CHOOSE ALL THAT APPLY BELOW

_____ I request a copy of a general letter which verifies my employment with Gordon State College

_____ I authorize Gordon State College to release the above employment information, without liability to:

Company/Organization/Institution _____

Name of Contact Person _____

Address _____

City, State, Zip Code _____

Phone/Fax _____

Signature of Employee _____ Date _____