

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **7/23**

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SECTION Personnel		SUBJECT Personnel: CMH Employment Reference Checks/Requests		
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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall do pre-employment reference checks and respond to employer reference requests to ensure eligibility and credibility.

III. DEFINITIONS:

None Available

IV. STANDARDS:

- A. SCCCMHA requires all candidates to have 3 references prior to employment. Professional references are required, unless determined otherwise by HR designee.
- B. Requests for an appraisal of performance must be in writing. A waiver releasing SCCCMHA from liability must be obtained. The following responses may be provided for a verbal or written employment reference:
 - 1. Full name,
 - 2. Last four digits of Social Security Number,
 - 3. Dates of employment,
 - 4. Classification,
 - 5. Department,
 - 6. Most recent salary,
 - 7. Reason for separation,
 - 8. Attendance record (if requested),
 - 9. Worker's Compensation claims (if requested), and
 - 10. Appraisal of Job Performance.

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- C. Verbal or Written Employment Reference Requests: Items #1-9 listed in Standard B, will be handled by the Personnel Secretary or HR representative. Item #10 will be forwarded to the past employee's immediate supervisor for a written narrative.

V. PROCEDURES:

A. **Pre-Employment References**

Staffing Recruiter Specialist

1. Ensures applicants complete or have completed Employee Reference Consent (Form #0714) for three (3) references or have provided reference contact information in their online application.
2. Notifies HR designee of persons selected for interview or hire and to proceed with reference checks.

HR Designee

3. Performs telephone reference checks using Telephone Reference Check Form (Form #0723) or emails reference check survey when email address is provided. Notifies Staffing Recruiter Specialist when completed.

B. **Reference Requests From Another Source**

Program/Employee Receiving Reference Request

1. Forwards request to personnel secretary for processing.

Administrative Assistant

2. Confirms there is an executed Employment Reference Release (#0831 in Forms Index) form signed by the employee/former employee. If none on file, obtains or verifies signature prior to release of information, either on Employment Reference Release, or on form provided by requesting employer.

NOTE: Supervisor may obtain employee signature on Employment Reference Release at the time of the employee's termination.

3. Prepares items #1-9 under III.B above and forwards to the past supervisor for narrative appraisal (#10), and ensures a timely response from the supervisor.
4. Ensures Chief Executive Officer/designee reviews the response packet, prior to forwarding the response.
5. Files copy of reference release and response packet in employee's personnel file.

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VI. REFERENCES:

A. CARF Human Resources 1.14

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 12/87, 02/90, 02/92, 04/94, 05/97, 04/99, 04/01, 12/02, 11/04, 02/07, 02/09, 12/11, 05/13, 05/14, 05/15, 05/16, 05/17, 05/18, 05/19, 07/20, 07/21, 07/22.