



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

**ADMINISTRATIVE ORDER 2.33**

**TO:** All City Employees

**FROM:** Timothy C. Hansley, City Manager

**SUBJECT:** Employment References

**DATE:** November 1, 1993

**Supersedes and Replaces Administrative Order 2.35 dated 1/6/92 Regarding Same Subject.**

**I. PURPOSE**

The purpose of this Administrative Order is to establish an administrative policy regarding responding to employment or other types of reference checks concerning past or present employees of the City. In an attempt to limit personal and organizational liability and provide guidance & direction to all City personnel, the following policy is hereby established.

**II. POLICY**

In the event any City employee receives an inquiry regarding a past or present employee's performance, employment status, salary, employment dates, reason for leaving, etc., he/she shall refer the party making such inquiry to the Director of Personnel & Purchasing or the City Manager. Under no circumstances should any employee of the City, other than the City Manager, Director of Personnel & Purchasing or Personnel/Purchasing Aide, respond to an employment or other related type of reference check. If you as an employee of the City receive such an inquiry, you should respond by indicating that you are not authorized to respond to such an inquiry, but you will direct the inquiry to the Division of Personnel & Purchasing or Office of the City Manager.

After receiving such an inquiry, the Director of Personnel & Purchasing, Personnel/Purchasing Aide, or City Manager may contact a particular Department/Division Head or other supervisory personnel to gain insight before responding to such inquiry or, on occasion, may authorize such a Department/Division Head or other supervisory personnel to respond directly within certain guidelines. However, the Director of Personnel & Purchasing or the City

Manager shall retain the right to determine the form, substance, and scope of any response.

**III. CONCLUSION**

Following the above policy guidelines will limit personal and organizational liability in an area which is becoming increasingly litigious. Any questions regarding this Administrative Order should be directed to the Director of Personnel & Purchasing or the City Manager. This Administrative Order shall be effective immediately upon distribution.