

## **Employee References and Letters of Recommendation**

### **Required Employment Reference Check—**

Before hiring an educator or any individual who will have significant unsupervised access to students, the District shall obtain references and a discipline record from prior employers of the individual being considered for hiring. To the extent that the District is unable to obtain such references and records because prior employers are not willing to provide such information, the District shall proceed as established by regulations of the State Board of Education or according to direction from the State Office of Education. In addition, the lack of reference and discipline information may be considered in making the hiring decision.

A volunteer who will have significant unsupervised access to students is considered an employee for reference and discipline purposes. In obtaining reference information regarding prospective volunteers, the District shall proceed as established by regulations of the State Board of Education or according to direction from the State Office of Education.

[Utah Code § 53A-6-402\(4\) \(2015\)](#)

### **Who May Give Information Regarding Ex-Employees—**

The Superintendent or the principal of a school in which an employee previously worked may provide information in response to requests by prospective employers of former employees.

### **Information to be Given to State Board of Education—**

The District shall upon request provide to the State Board of Education a recommendation or other information which has significance in evaluating the employment or licensure of a current or prospective school employee, an educator, an education license holder, or an education license applicant.

[Utah Code § 53A-6-402\(2\) \(2015\)](#)

### **Information that May Be Given—**

Information may be provided which could have significance in evaluating the employment or licensure of an employee, including:

1. The dates of commencement and end of employment in the School District;
2. Whether the job performance was rated excellent, good, satisfactory, needs improvement or unsatisfactory in evaluations during the last two years of employment, or any like rating of performance;
3. Any statements in the employee file regarding professional conduct;

4. Any reasons stated for termination of employment or probation; and
5. Any statements regarding sexual harassment or conduct that may be criminal in nature if charges were actually filed.

[Utah Code § 53A-6-402 \(2015\)](#)

#### **Letters of Recommendation—**

The Superintendent or a school principal having had administrative duties in relation to a former employee may provide a “letter of recommendation” for use by a former employee which assesses the job performance and professional conduct of the former employee.