

Employee References and Letters of Recommendations

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 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 Ann. § 53A-6-402

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.