

## PERSONNEL REFERENCES

Applicability: This policy applies to all Oak Hill employees.

Without a written release from an employee or former employee, the only employment information Oak Hill releases is the individual's job title and dates of employment. Any employee who is requested to provide a reference or a recommendation for another employee should contact the Benefits Specialist in the Human Resources Department before responding to such request. Likewise, all requests for employment verification and/or references should be directed to the Benefits Specialist.

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