

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		560.2
Subject Title <b>References for Current and Former Employees</b>	Adopted 4/25/05	Last Revised 4/10/17	Reviewed 4/25/05; 5/19/10; 2/13/14; 5/12/15; 4/10/17

## **PROCEDURE**

### **Application**

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### **1.0 Providing References**

- 1.1 All requests for professional/educational references shall be referred to the Human Resources Department.
- 1.2 Supervisors and co-workers are not authorized to provide or infer employment/educational references for a current or former The Right Door for Hope, Recovery and Wellness employee.

#### **2.0 Letters of Reference**

- 2.1 Current and former employees may request a letter of recommendation for inclusion in an employment/educational portfolio.
- 2.2 Any such letter must be approved or signed by the CEO of The Right Door for Hope, Recovery and Wellness.
- 2.3 A copy of said letter shall be placed in that employee's personnel file.

#### **3.0 Disciplinary Action**

- 3.1 Any employee who violates Policy HR-560 or this procedure shall be subject to disciplinary action up to and including termination. Reference: The Right Door for Hope, Recovery and Wellness Policy HR-580 Severance of the Employment Relationship.

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Robert S. Lathers, Chief Executive Officer	Date		