

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Letters of Recommendation

POLICY NUMBER: 3255

3255.1 Inasmuch as the Dixon Public Library District faces exposure to significant liability through the provision of letters of recommendation by Library District employees, it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as Library District employees, or which could be reasonably interpreted as written in the individual's capacity as a Library District employee, be accurate and conform to all requirements of law.

3255.1.1 The District Librarian or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. The Library Director or designee must approve all letters of recommendation to be issued on behalf of the Library District for current or former employees.

3255.1.2 At his/her discretion, the District Librarian or designee may refuse to give a recommendation.

3255.1.3 Any recommendation provided by the Library District will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

Adopted 02/27/2006