

Policy: Employment Verifications	Policy No: I-1.3
Policy Owner(s): Human Resources	Original Date: 1/1/2003
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- I. **POLICY:** Procedures that explain what and how employment related information of current and former employees may be released to third parties.
- II. **PURPOSE:** To protect the release of employment information of current and former employees to third parties.
- III. **SCOPE:** All employees of John Carroll University.
- IV. **PROCEDURES:**
 - A. All requests for employment verification shall be referred to the Department of Human Resources for response and disposition.
 - B. Information released by Human Resources will be limited to the employee's dates of employment, income, and position(s) held, as appropriate and/or authorized by the employee
 - C. The University is permitted to release employment-related information to third parties when required by law or legal process (i.e.: subpoena, court order, etc., or when authorized by the employee to a governmental agency).
 - D. Generally, requests for employment and salary verification will be referred to "The Work Number" (an Equifax company).
 1. The Work Number is a service that allows the employee to control the release of employment data to third party subscribers independent of Human Resources.
 2. John Carroll's Payroll Department securely transmits employment and income data to The Work Number on a regular cycle, so the information remains current.
 - E. All question regarding employment verifications shall be addressed to Human Resources.
 - F. For more information about The Work Number, contact Human Resources or visit the webpage: <http://sites.jcu.edu/hr/the-work-number>
- V. **CROSS REFERENCE:** Employee Records / Information Policy.