

## **Employment References**

**Fresno Unified is a place where diversity is valued and educational excellence and equity are expected.**

Letters of reference reflect the personal views or opinions of the author and in no way reflect the views of Fresno Unified School District. The District is not responsible for any liability arising from any references.

All letters of reference shall be accompanied by a copy of BP 4112.61 and shall bear the final statement: "This letter of reference was written in accordance with Board Policy 4112.61 attached hereto." Any employee seeking a reference from a District employee must submit a signed "Request for Reference" form which releases the District from any potential liability arising from the reference.

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person that the writer knows will use the letter or memorandum to obtain professional employment. (Code of Regulations, Title 5, 80332)

No certificated person shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of resigning or for withdrawing action against the District. (Code of Regulations, Title 5, 80332)

Legal Reference:

LABOR CODE

1050-1054 Reemployment Privileges

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: June 25, 1992 Fresno, California

Revised: August 25, 1994

Admin reviewed: October 24, 2014