

POLICY NO AND TITLE	<b>1.2.1</b>	<b>Conditions of employment policy</b>
PROCEDURE	1.2.1(i)	Issue of references
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

## Introduction

A reference will be made available, on request, on or after an employee's last day of service.

## Guidelines/ Procedures

An employee, having submitted his/her resignation from Council's employment, will be given, on request, a reference outlining the length of service, details of position(s) held and any other relevant comments relating to the employee's service with Council.

References will be prepared and signed by either the General Manager, the Director, the Manager or the Human Resources Manager and issued on Council letterhead.

References written by staff other than the above are not to be issued on Council letterhead.

In the event that an employee's service is terminated on disciplinary grounds, a statement of service will be prepared and issued on request by the Human Resources Manager. The statement of service will only include details of the period of service, the nature of the employment and the position held at the time of ceasing duty.

This may be varied under special circumstances as determined by the General Manager.