



EMPLOYMENT VERIFICATION BY MAIL PROCEDURE (HUM-P017)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for verification of employment by mail for Clarksville-Montgomery County School System Staff.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 Clarksville-Montgomery County School System: CMCSS
- 4.2 Human Resources: HR
- 4.3 Verification of Employment: VOE
- 4.4 Verification of Salary: VOS

5.0 PROCEDURE:

- 5.1 HR receives a VOE and VOS request.
- 5.2 HR Associate confirms employee signature for release of information.
- 5.3 HR Associate records on excel spreadsheet date, name of employee, position and name of company requesting information.
- 5.4 Required information is supplied on given form and returned to company.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Excel Spreadsheet
- 6.2 VOE & VOS documents
- 6.3 Verification of Employment forms

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Excel spreadsheet	Computer	Perpetual	Permanent	Hard drive
Verification documents	HR Office	Six months	Shred	Secured Office/Building



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/23/05		Initial Release
4/27/06	A	Clarify and delete second sentence of 5.4.2
2/16/07	B	Remove, 5.4.1, 5.4.2 & 5.5 and update flowchart
9/03/08	C	Remove 5.1.1

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

