

# EMPLOYMENT VERIFICATION BY TELEPHONE PROCEDURE (HUM-P018)

Clarksville-Montgomery County School System

## 1.0 SCOPE:

- 1.1 This procedure outlines the process for verification of employment by telephone 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:

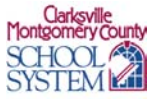
- 5.1 HR Associate receives a telephone call from identified company requesting VOE and VOS of a CMCSS employee using employee's social security number.
  - 5.1.1 If caller does not identify themselves, HR Associate asks for name of company, name of caller and social security number of employee.
  - 5.1.2 If caller does/can not supply needed information, conversation is ended.
- 5.2 HR Associate views MUNIS master file.
- 5.3 HR Associate gives employee's date of hire, position, and full or part time status to requestor.
  - 5.3.1 VOS must be requested by mail or fax with the employee's signature for release of information (ref. [HUM-P017](#)).

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employment Verification By Mail ([HUM-P017](#))

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				



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### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/23/05		Initial Release
2/16/07	A	Update to MUNIS and revise flowchart

### **9.0 FLOWCHART:**

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

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

