

BOARD POLICY 3.5: EMPLOYMENT ~~AND SERVICE OUTSIDE THE COLLEGE~~

Adopted 8/13/91

Revised 11/08/05(RF), 8/13/13(RF)

Reviewed 10/9/18

Prospective employers, financial institutions, residential property managers and others routinely contact employers, including Eastern Wyoming College, for information on a former or current employee's work history and salary.

All such requests of this type should be referred to and handled by the Human Resource (HR) office. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information and shall only be provided by Human Resources

Administrative Rule 3.5.1: Employment and Service outside the College

Outside employment and service of Eastern Wyoming College employees, with or without compensation, shall not interfere with the employee's specified college duties and effective service to the institution.

Regulations governing the employment and services of faculty and staff members of Eastern Wyoming College are as follows:

- The College does not assume any responsibility for outside services rendered by its employees.