

EMPLOYMENT REFERENCES

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-41

Policy Number: HR-35

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

1. The employee files maintained by the University are private and confidential and protected by law.
2. To ensure that no information which is considered private and confidential is released without the written consent of the employee, the following practices apply:

Requests from sources outside the University:

- a. Section 84 of the Act respecting Labour Standards states that:
“An employee may require his employer to issue him a work certificate in which the following information, and only the following information is set forth: the nature and duration of his employment, the dates on which his employment began and was terminated, and the name and address of the employer. The certificate shall not carry any mention of the quality of work or the conduct of the employee.”
- b. The only department authorized to divulge the information above is Human Resources.
- c. An employee or a former employee may request that his immediate supervisor and/or his Department Head release additional information such as their evaluation of the quality of his performance or of his conduct.
- d. Persons receiving such requests must ensure that they have a written authorization from the person being inquired about. (see Appendix)

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3. Requests from sources inside the University:
 - a. queries should be directed to Human Resources.
4. Human Resources also publishes *Management Guidelines* which should be consulted for further information; these guidelines are in accordance with the provisions of policy *Employee Files* ([HR-34](#)).

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APPENDIX A

REFERENCE AUTHORIZATION

I, _____ hereby authorize Concordia University to release all facts related to my employment including, but not limited to, the nature and duration of the employment, the quality of my performance as well as my conduct during the employment to the person(s) listed below.

Names of persons you authorize Concordia University to release this information to: