
808.27 SUBJECT INQUIRIES CONCERNING EMPLOYEES OR FORMER EMPLOYEES

:1 OBJECTIVE:

To provide a central source for all inquiries received by the City concerning employees or former employees, excluding Civil Service.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the General Administration Department.

:4 METHOD OF OPERATION:

All inquiries concerning verification of employment shall be referred to the Records Section of the Human Resources Division.

The Human Resources Division will verify only the following information via telephone for City employees:

- A. Date of Hire
- B. Date of Separation (if applicable)
- C. Position Held
- D. Salary (will verify figures caller has)

All other requests for information will be handled in accordance with Chapter 119, Florida Statutes. The records shall be open to inspection and copying by any citizen in accordance with the provisions of that statute.

Copy of recommendations sent concerning an employee or former employee shall be forwarded to the Human Resources Division for inclusion in the employee's file.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

This procedure adopted by City Council March 20, 1972, Item 42; amended June 2, 1975, Item 40; amended May 16, 1977, Item 6; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effects September 15, 2003.