



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### **VERIFICATION OF EMPLOYMENT**

A third party asking for verification of employment and/or employment data about an employee is generally given only a confirmation of employment and dates of employment.

Information beyond confirmation of the employment and dates of employment are provided only upon the request of the employee and through the employee. Upon receiving such requests, the employee may be provided either a letter of recommendation or, at the discretion of the University, a letter certifying requested employment data. Once the letter is given to the current or former employee, he/she is free to distribute it in any way he/she desires.

If a third party (e.g., lending institutions) forwards forms to the Office of Human Resources requesting employment data, the forms are prepared by the Payroll Office and returned to the third party if a release, signed by the employee, is enclosed.