	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR200
		Effective Date	1/1/2011
<u>Subject</u> Employment and Salary Verification, Rehire Status, and References		Page	1 of 3
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POLICY

It is the policy of The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) to provide employment and salary verification, rehire status, and references for current and former employees. The information disclosed depends upon the relationship between the requestor and JHHSC or JHH and is disclosed in good faith to help third parties evaluate current or former employees.

Employment-related information may be disclosed in response to a release signed by the current or former employee, a request for verification authorized by the employee through a vendor approved by JHHSC or JHH, a court order, a subpoena, or in response to a request for information from a governmental agency. Information may also be disclosed as required by law. All third parties who submit requests that conform to this policy are considered “authorized requestors.”

JHHSC and JHH implement procedures to ensure the following: (a) any information disclosed is accurate and supported by each organization’s records; and (b) a reasonable investigation is conducted when an employee disputes the accuracy of information contained in a consumer report provided by a consumer reporting agency, if that information was furnished by JHHSC or JHH.

Employment and Salary Verification


Employment verification provides proof of employment and is limited to the fact of employment, the dates of employment, or the title of the employee’s most recent position. Salary verification confirms the most recent salary of a current or former employee. All authorized requestors may verify employment or wages.

JHHSC and JHH use *The WORK Number* (TALX) to verify employment and salary information. The WORK Number is an online and telephonic service employees use to provide employment or salary information to employers, lending agencies, and other entities when applying for a new position, buying or renting a home, purchasing a vehicle, applying for a loan, or engaging in some other transaction. The service can be used for social services needs as well. Employees may access The WORK Number service directly through *my JH* portal using the W-2 link. Employees and authorized requestors may access The WORK Number website, or The Work Number telephone line. Instructions are available in the Adobe document below, on the HR website, and on the Payroll Shared Services website.



Rehire Status

Rehire status indicates whether an individual who has separated from JHHSC or JHH is eligible to be rehired. The individual is either “eligible” or “ineligible” for rehire. Rehire status may be disclosed only to employers that may receive references under this policy.

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References


References are statements to employers regarding a current or former employee's performance, conduct, fitness, character, education, training, experience, or other qualifications. All employees, management-level or otherwise, are prohibited from supplying personal or employment references to requestors not listed below and should refer all requestors to *The WORK Number* to verify employment and salary information (see Employment and Salary Verification). Only members of management and representatives of the Human Resources Department may provide references to members of Johns Hopkins Medicine, which includes, but is not limited to, the following entities:

- **Howard County General Hospital, Inc.**
- **Johns Hopkins Bayview Medical Center, Inc.**
- **Johns Hopkins Community Physicians**
- **Johns Hopkins HealthCare LLC**
- **Johns Hopkins Home Care Group, Inc.**
(JH Pharmaquip, JH Home Health Services, and JH Pediatrics at Home)
- **Johns Hopkins Medical Management Corp.**
(IntraStaff)
- **Johns Hopkins Medicine International, LLC**
- **Sibley Memorial Hospital**
- **Suburban Hospital Healthcare System, Inc.**
- **Suburban Hospital, Inc.**
- **The Johns Hopkins Health System Corporation**
- **The Johns Hopkins Hospital**
- **The Johns Hopkins University**

The list of entities may be amended from time to time. Only the Vice President of Human Resources or the Legal Department may do the following: (a) approve an exception to the prohibition against providing references to entities other than those listed in this policy; or (b) authorize an employee who is not a member of management or a representative of Human Resources to provide a reference.

Other Information

The disclosure of other information contained in the current or former employee's personnel records is governed by the Retention, Disclosure, and Disposition of Employee Records policy (HR201).

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RESPONSIBILITIES

All JHHSC & JHH Employees

- Instruct employers, including those who request references, lenders, and other third parties to use *The WORK Number* to verify employment and salary information (see Employment and Salary Verification). Questions regarding the Work Number may be referred to the HR Service Center, Phipps 455, 410-955-6208.

Legal Department

- Review releases and other requests for employment-related information for legal sufficiency as needed
- Respond to subpoenas, court orders, or requests for information received from governmental agencies

Office of Career Services

- Make all reference inquiries concerning potential new employees

REFERENCES

Md. Code. Ann., Courts and Judicial Proceedings § 5-423 and § 5-638

Fair Credit Reporting Act, as amended

HR201, Retention, Disclosure, and Disposition of Employee Records

SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL



Vice President, Human Resources Date

1/1/2011

Date

Amendment Record

Date	Page	Details of Amendment
3/1/05	1	Changed the Office of Employee Records to HR Service Center
7/1/03	1	Deleted the following: The information provided upon request will include the following: Reason for separation if applicable Additional information pursuant to the request.

