	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR200
		Effective Date	March 1, 2005
	Subject Employment Verification, References and Requests for Information	Page	1 of 2
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**POLICY**

It is the policy of Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) to provide employment verification and references for current and former employees.

Supervisors and other employees are prohibited from supplying personal or employment references on current or former employees. All requests for employment verification and employment references must be forwarded to the Human Resources Service Center or faxed to 410-955-0737.

Verification of employment information may be made in response to a written consent or release signed by the employee or former employee, a court order, subpoena, or in response to a request for information from a court or other governmental agency. The information provided upon request will include the Employee's name, Employment dates, Job title and Last salary. All information disclosed will be accurate, based upon facts which are supported by proper documentation and in good faith.

**REFERENCE**

Article – Courts and Judicial Proceedings, Section 5-399.7, Annotated Code of Maryland.

**RESPONSIBILITIES**

All JHH & JHHSC employees

Refer all requests for employment verification, employment references and requests for information to the HR Service Center, Phipps 454, ext 5-6208.

HR Service Center

**Written Verification:**

Will release the above listed information in writing only after receiving a written consent or release from the employee or former employee. A copy of the written consent or release signed by the employee or former employee and a copy of the completed written verification is filed and maintained for one year.

Legal Department

- Will review the above listed documentation for legal sufficiency on an as needed basis
- Will respond to subpoenas, court orders or governmental agency requests for information

Office of Career Services


- Makes all reference inquiries concerning potential new employees.

**SPONSOR**

Vice President, Human Resources

**REVIEW CYCLE**

3 years

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**APPROVAL**



\_\_\_\_\_  
 Vice President, Human Resources

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 Date

**Amendment Record**

<b>Date</b>	<b>Page</b>	<b>Details of Amendment</b>
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