

## **Employment Reference Checks Policy – CSUB Foundation**

From time to time, the Foundation may receive inquiries from outside individuals regarding the status of your employment. For example, we may receive calls from banks, credit agencies, or prospective employers, asking us whether you are employed with the Foundation, your current position with the Foundation, your salary, and why you may have left CSUB Foundation. You should be aware that, when we receive such inquiries about your employment, the Foundation has a strict policy of providing only limited information. Consequently, no employee (other than certain authorized people in Human Resources) may provide any information regarding current or former employees (either on or off-the-record) to any non-employee. This includes letters of reference that represent the University or the Foundation. The only information that we provide is your dates of employment and your position with the Foundation. We will not reveal your salary, although if we are asked to confirm your salary, we will say “yes” or “no” to a particular amount. The Foundation’s strict policy prohibits us from revealing any information about why you may have left the Foundation. However, in some instances, you may want us to reveal additional information. In those instances, we require written authorization from you, permitting us to divulge such additional information.