



**City of Riverside, California
Human Resources Policy and Procedure Manual**

Approved:

Human Resources Director

City Manager

SUBJECT: **REFERENCE/BACKGROUND CHECKS**

PURPOSE:

To establish guidelines for pre-employment reference checks of potential new hires from outside the City, promotions within the City, and for the release of personal or reference information to other employers regarding current or former employees while minimizing the City's risk of liability.

POLICY:

1. Obtaining References - The City of Riverside is responsible for confirming information provided by applicants in their employment application. Information concerning an applicant's education and employment history may be verified by either Human Resources or by the hiring department after a conditional employment offer is extended and the candidate returns the Authorization and Release of Employment History. The Human Resources Department will provide a standardized reference check form

The City requires a minimum of two satisfactory references, which may be conducted by the hiring department or the Human Resources Department. Reference information obtained in confidence by the City of Riverside from other employers is considered confidential and may be legally withheld from the applicant. Any information obtained from public records, however, as the result of a reference or background check must be released to the applicant within seven days unless the applicant waives their right to the information in accordance with Civil Code section 1786.53.

The purpose of reference checking is to gather additional facts and information about the prospective new hire(s). Reference checks help verify information gathered in the interview (knowledge, skills, and abilities).

2. For jobs that require, or may require, a Commercial Driver's License, after the candidate has accepted the conditional job offer, they will complete the following forms providing information about their driving history and authorizing the City of Riverside to obtain past Motor Vehicle Safety Performance information;
 - a. Commercial Driver's Application for Employment
 - b. Consent for Information from Previous Employer(s) for Alcohol and Controlled-Substance Testing records.
 - c. Any applicable forms as necessary.
 - d. Department of Motor Vehicles (DMV) abstract to verify Driver's License validity and minimum past three (3) year's driving history.e. A "Request for Release of Information of Drug and Alcohol Test Results" will be sent to the previous employer(s) listed on the Commercial Driver's Application for Employment.

Any written information obtained in the reference check will be retained and destroyed in accordance with Government Code Sections 34090, et. seq. and the Records Retention Schedule of the Human Resources Department.

3. Providing References - Express written authorization must be provided by current or former City employees before requests for earnings-related data or detailed employment history will be released. The City of Riverside will only release basic factual information to other employers regarding current or former City employees without written authorization from the employee.

In accordance with California Civil Code, the City of Riverside reference policy permits providing references to other employers including written verification of employment, dates of employment, job classification and salary range of an employee's classification. The Human Resources Director may authorize individual supervisors or managers to respond to requests for detailed employment information when a signed release is on file with the Human Resources Department.

Whenever there is any doubt concerning the legitimacy of a request for information, the inquiry will not be honored by the City.