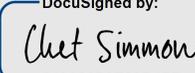


## City of Los Alamitos Administrative Regulation

Regulation: <b>4.15</b>	<small>DocuSigned by:</small>  <small>040A80B8E29D4FE...</small> <b>Chet Simmons, City Manager</b>
Title: <b>Verification of Employment Policy</b>	
Authority: <b>City Manager</b>	
Date: <b>October 2, 2024</b>	
Revised:	

### 1. Purpose:

Prospective employers, financial institutions and residential property managers routinely contact employers, including the City of Los Alamitos, for information on a former or current employee's work history and salary.

### 2. Procedure:

All such requests of this type should be referred to and handled by the Human Resources (HR) department, Administrative Services Manager or their designee. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information.

### 3. Regulation:

A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party. Requests for salary data must be received in writing and accompanied by a signed authorization from the individual for whom the verification is requested.

Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be limited to confirming information stated by the external party.

- Job Title
- Employee Classification; Job Title
- Status of Employment; full-time, part-time, active, retired, etc
- Hire Date
- Termination Date