


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 04/19/1989

Date Revised 03/20/12; 10/23/12,12/12/17; 03/04/22

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 140
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Letters of Reference	
<b>WRITTEN BY</b> Richard I. Berman, CMHA, Ph.D.	<b>REVISED BY</b> Lisa Ruddy, BS, CHES QI Coordinator	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) responds to requests by prospective employers regarding current and former employees.

**PROCEDURES:**

- A. Requests made by prospective employers regarding current and former employees will be forwarded to the Human Resources (HR) Manager or Chief Executive Officer. No other staff members or supervisors are permitted to provide references.
- B. The HR Manager or CEO only confirms dates of employment and answers yes or no to whether or not they would rehire the employee.

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This policy supersedes  
#04/89015 dated 04/19/1989.  
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