

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		560.2
Subject Title	Adopted	Last Revised	Reviewed
References for Current and Former Employees	4/25/05	4/10/17	4/25/05; 5/19/10; 2/13/14; 5/12/15; 4/10/17; 8/12/19; 6/30/2020; 8/16/21; 8/31/22; 8/18/23; 8/12/24

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1. Providing References

- 1.1. All requests for professional/educational references shall be referred to the Human Resources Department.
- 1.2. Supervisors and co-workers are not authorized to provide or infer employment/educational references for a current or former The Right Door for Hope, Recovery and Wellness employee.

2. Letters of Reference

- 2.1. Current and former employees may request a letter of recommendation for inclusion in an employment/educational portfolio.
- 2.2. Any such letter must be approved or signed by the CEO of The Right Door for Hope, Recovery and Wellness.
- 2.3. A copy of said letter shall be placed in that employee's personnel file.

3. Disciplinary Action

Any employee who violates Policy HR-560 or this procedure shall be subject to disciplinary action up to and including termination. Reference: The Right Door for Hope, Recovery and Wellness Policy HR-580 Severance of the Employment Relationship.

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Kerry Possehn, Chief Executive Officer	Date		