

References for Current and Former District Employees

Frequently Asked Questions

Board Policy GBLB sets forth how reference requests from potential employers are to be handled at the Raymore-Peculiar School District and who is authorized to act as a reference for a current or past employee. The complete Board policy can be found by [clicking here](#).

Deciding whether or not to provide a reference for an individual is a personal choice. However, in certain instances, providing a reference would leave you outside of the legal protection of the district. A guiding question that a person may ask before providing a reference is, "If there were a confidential personnel issue involving this person, would I have access to the information?" If the answer to this question is "No," then you should consider your reference to be a personal reference and not one authorized by the scope of your employment at the Raymore-Peculiar School District.

What potential employers are covered under our board policy?

Any public or private employer – this includes individuals, organizations, partnerships, political subdivisions, corporations or other legal entities - to which a person has expressed an interest in employment.

Who may provide reference information to a potential employer on behalf of the district?

- Superintendent, Assistant Superintendents, Directors, Coordinators, Principals and Assistant Principals; and/or
- Employees with direct supervisory responsibility over the position currently/previously held by the individual.

May I serve as a personal reference for someone even though I am not his/her supervisor?

Yes, but you may not produce a letter of recommendation on Raymore-Peculiar letterhead for this purpose or indicate your recommendation is sponsored by the district. You will be acting outside of your employment in such an instance and have no legal protection by the district.

What information can be provided to a potential employer by a supervisor or administrator without a signed release?

- Employee name
- Position
- Salary
- Length of Service

What information can be provided to a potential employer by a supervisor or administrator with a signed release?

- A description of the employee's job duties when employed.
- Additional district-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
- Honors and awards received by the employee.
- Information on work performance.
- Whether the employee resigned or was non-renewed or terminated. Based on documentation in the personnel file, potential employers will be notified if the employment was ended due to the financial condition of the district, a decrease in enrollment or reorganization of the department, school or district.

- When requested, a "yes" or "no" answer to a question about whether the district would re-employ the current or former employee if an appropriate position existed or whether the superintendent would recommend reemployment.
- Allegations of sexual misconduct with a student as required below.

How do I provide a release so the Raymore-Peculiar School District can provide a reference for me?

If you would like for your supervisor to provide a reference or letter of recommendation to a potential employer, you must complete a **Reference Authorization Form** that can be found in [Frontline Central](#).

If there were allegations of sexual misconduct with a student, how should a reference be handled?

In situations in which a reference request is made involving a current or former employee who was terminated, non-renewed or allowed to resign in lieu of termination as a result of allegations/findings of sexual misconduct with a student, **only the Superintendent and/or the Director of Human Resources may provide District authorized references.**

I have been asked to provide a reference for an employee so he/she can apply to a graduate program. What are my limitations?

A reference for a graduate program of study does not fall within the scope of "potential employer" because the person has not expressed an interest in employment. A letter of recommendation may be provided by you, and it may be provided on district letterhead if desired. The letter should specifically state the purpose of the letter (i.e. for admission to a graduate program) and that your recommendation is not intended for employment purposes.

I have received an email requesting that I complete an electronic reference for a current or previous employee. What are my limitations?

If you have direct supervisory responsibility over the employee, you may act as a district-sponsored reference and indicate this on the form.

If you do not have direct supervisory responsibility over the employee, you may serve as a personal reference but you may not indicate your recommendation is sponsored by the district. You will be acting outside of your employment in such an instance and have no legal protection by the district.

You should indicate what type of reference you are providing – district-sponsored or personal – on the form.

I have been asked to serve as a reference for a person that is working in another district. How should this request be handled?

You may serve as a personal reference for an employee of another district, but you may not produce a letter of recommendation on Raymore Peculiar letterhead for this purpose or indicate your recommendation is sponsored by the district. You will be acting outside of your employment in such an instance and have no legal protection by the district.

I have been asked to serve as a reference or write a letter of recommendation for a student teacher. How should this request be handled?

By definition, student teachers are employees under Board policy. If you are the cooperating teacher and have direct supervisory responsibility over the student teacher, you may serve as a district-sponsored reference and produce a letter of recommendation on district letterhead if desired. Your letter should state the nature and dates of your association with the student teacher.

I have been asked to serve as a reference for a person that is applying for a position at the Raymore-Peculiar School District. What are my limitations?

You may serve as a personal reference for someone applying for a position in the school district, but you may not produce a letter of recommendation on Raymore-Peculiar letterhead for this purpose or indicate your recommendation is sponsored by the district. You will be acting outside of your employment in such an instance and have no legal protection by the district.

I have been asked to write a “generic” letter of recommendation for an employee so they can send it to multiple employers. What are my limitations?

If you have direct supervisory responsibility over the employee, you may act as a district-sponsored reference and produce a letter of recommendation on district letterhead if desired.

If you do not have direct supervisory responsibility over the employee, you may serve as a personal reference but you may not produce a letter of recommendation on Raymore-Peculiar letterhead for this purpose or indicate your recommendation is sponsored by the district. You will be acting outside of your employment in such an instance and have no legal protection by the district.

I have been asked to serve as a reference for an employee that I supervised while I was working in another district or working for another employer. What are my limitations?

Although you supervised this employee at one point in time, you no longer have access to confidential personnel information on this person. You may serve as a personal reference but you may not produce a letter of recommendation on Raymore-Peculiar letterhead for this purpose or indicate your recommendation is sponsored by the district. You will be acting outside of your employment in such an instance and have no legal protection by the district.

I have been asked to serve as a reference for an employee that I once supervised at Raymore-Peculiar School District, but that person left his/her position several years ago. How should I respond?

If you had direct supervisory responsibility over the employee, you may as a district-sponsored reference and produce a letter of recommendation on district letterhead if desired. Your letter should state the nature and dates of your association with the previous employee.

I have been asked to serve as a reference for one of my students who is applying for a part-time job. What are my limitations?

The organization to which the student is applying for part-time employment falls within the scope of “potential employer.” If you have had direct supervisory responsibility over the student, you may serve as a district sponsored reference and produce a letter of recommendation on district letterhead if desired.

I have been asked to serve as a reference for one of my students who is applying for a scholarship. What are my limitations?

A reference for a scholarship does not fall within the scope of “potential employer” because the person has not expressed an interest in employment. A letter of recommendation may be provided by you, and it may be provided on district letterhead if desired. The letter should specifically state the purpose of the letter.

If you have any questions about your ability to provide a professional or personal reference, please do not hesitate to contact Lisa Hatfield at Lisa.Hatfield@raypec.org or 816-892-1322.