



Office of the Secretary
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North Little Rock, AR 72114
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SECRETARIAL DIRECTIVE

SUBJECT: Employment References for Current and Former Employees

NUMBER: 2020-08

SUPERSEDES: New

APPLICABILITY: All Arkansas Department of Corrections Employees; except
Those employed by the Arkansas Correctional School

REFERENCE: Ark. Code Ann. §§ 25-43-105
2-43-108 and 25-43-403

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ISSUED BY: Signature on File

EFFECTIVE DATE: 11/3/2020

I. POLICY

As the executive head of the Department of Corrections (DOC), it is the responsibility of the Secretary to ensure that the DOC maintains a fair and consistent process for providing prospective employers the employment history of current and former DOC employees, as authorized by law.

PROCEDURES

A. Disclosing Employment Information in General

1. Department employees must not release any employment information on current or former employees, except as permitted in this policy. Upon receiving a request for employment information, the requester should be referred to Central Human Resources.
2. This does not preclude an employee from responding to Freedom of Information Act (FOIA) requests if within the scope of their position, nor providing personal references that are not work related.

B. Disclosing Employment Information

1. Authorization. Central Human Resources is the only office authorized to release employment references. Central Human Resources staff will respond to a request for employment reference information as authorized by law and policy.
2. Signed Consent. The following information may be disclosed by Central Human Resources to a prospective employer only upon receipt of a written request (letter,

email, fax) on agency or company letterhead and signed consent by a current or former employee:

- A. Last performance evaluation prepared prior to the date of the request;
- B. Attendance information (leave balances);
- C. Results of drug/alcohol test administered within one (1) year from the date of the request;
- D. Current or exit pay rate or salary;
- E. Rehire status (former employees);
- F. Documented threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee; and
- G. Whether the employee voluntarily resigned from employment or was terminated from employment and the reasons for the separation.

Note: The Central Human Resources Office may disclose hire/termination dates, job titles and responsibilities without the consent of current or former employees to a prospective employer.

3. Request from Certain Institutions. Upon receiving a request for information on a current or former employee from an institutional employer (correctional, law enforcement, educational institutions) where the current or a former employee has applied to work, Central Human Resources staff can provide substantiated allegations of sexual abuse or sexual harassment per the National PREA Resource Center PREA Standard § 115.217-h.
4. Court Order. Information requested pursuant to a court order or other written judicial direction may be disclosed as ordered or directed.