



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 14-11 EMPLOYMENT REFERENCES FOR CURRENT AND FORMER EMPLOYEES

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 07-15

APPROVED: Signature on File EFFECTIVE: March 26, 2014

I. APPLICABILITY. This policy applies to current and former Arkansas Community Correction (ACC) employees, including ACC agents and representatives.

II. POLICY. ACC policy is to establish and maintain, in good faith, a fair and consistent process for providing prospective employers employment history of current and former ACC employees, as applicable by law.

III. GUIDELINES.

A. Disclosing Employment Information in General

ACC 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 will be referred to the ACC Human Resources Section (HRS).

This does not preclude employees from responding to Freedom of Information requests pursuant to appropriate ACC policy nor providing personal references that are not work related.

B. Disclosing Employment Information by HRS, the IAA, the Director and Deputy Directors.

1. Authorization. The Central Office Human Resources Section (HRS) is the ACC office authorized to release employment references. HRS staff is authorized to respond to requests for employment reference information as described per law and policy.
2. Signed Consent. The following information may be disclosed by HRS, the Director or a Deputy Director to a prospective employer upon receipt of a written request on agency or company letterhead and consent signed by a current or former employee:
 - a. ACC hire and termination dates,
 - b. Exit or current pay rate,
 - c. Job duties and responsibilities,
 - d. Last written performance evaluation prepared prior to the date of the request,
 - e. Attendance information (leave balances),
 - f. Results of drug or alcohol tests administered within one (1) year prior to the request,
 - g. Documented threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee, and
 - h. Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation.

3. Without Consent Mandatory Information.

Request from Institution (re: correctional, law enforcement, educational institutes). Upon receiving a request for information on a current or former employee from an institutional employer where the current or former employee has applied to work, IAA must provide substantiated allegations of sexual abuse or sexual harassment. In such circumstance, the Director, or Deputy Directors may also release such information. (PREA 115.217(h))

Court Order or Judicial Direction. Information requested pursuant to a court order or other written judicial direction may be disclosed as ordered or directed.

4. Without Consent Optional Information. The following employment information may be disclosed by HRS, the Director, or Deputy Directors to a prospective employer concerning a current or former employee, without their consent:
 - a. ACC hire and termination dates,
 - b. Exit or current pay rate and
 - c. Job duties and responsibilities.