



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

EMPLOYMENT VERIFICATION
HR-615

Department Responsibility: Human Resources
Approved Date: November 17, 2020
Related Policies & Laws:

CHAIRMAN SIGNATURE

PRESIDENT SIGNATURE

The Technical College of the Lowcountry Human Resources Director is the designated office authorized to release information for employment verification. When appropriate, the Human Resources Director will consult with supervisors upon completing verifications, particularly those requested by prospective employers.

Employment verification shall be defined as the act of providing employment-related information about employees (current/former/permanent/temporary) to persons outside of the College.

Requests for employment verification must be in writing, signed by the applicant, and routed to the Human Resources Director.

Only an employee's name, class, date of employment, gender, race, and title may be released without written authorization of the employee.

Upon written authorization of the employee, more specific details such as exact salary and performance related information may be disclosed.

Copies of employment verifications will become a part of an employee's official personnel file.

PROCEDURES: