

	MOREHOUSE SCHOOL OF MEDICINE HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	POLICY NUMBER	HR 5.02
		EFFECTIVE DATE	12-01-2015
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	SUBJECT EMPLOYMENT VERIFICATION AND REFERENCES POLICY	SUPERSEDES	

PURPOSE

To establish guidelines for requests of personnel information concerning Morehouse School of Medicine ("MSM" or "School") employees to third parties.

APPLICABILITY

All current and past MSM employees

POLICY

All requests of employment verification information for current or past employees will be completed by a MSM's authorized agent uConfirm. Organizations that need to verify the employment of current or former MSM employees are required to use an automated external employment verification service designated by MSM called, [uConfirm](#).

The official personnel file for any employee is the one maintained by the Human Resources Department. Employees should not give personal or business references nor release any employee information to individuals or agencies outside of MSM on behalf of current or former employees. Employees are also prohibited from releasing employment or income verification information for current or former employees. This policy is designed to protect MSM and the school's employees from any potential liability.

Only the following information will be released by an authorized and preferred agent with no restrictions: name, verification of current or former employment, dates of employment, job title, and date of termination, if applicable.

Other requests submitted to the authorized agent from outside parties, such as other employers, credit companies, banks, etc., for verification of salary information must be placed in writing and authorized by the employee.

The authorized agent, uConfirm will provide information to verified social service agencies such as Medicaid, disability assistance, food stamps, subsidized child care, subsidized housing, and child support, etc. Only those social service agencies that have a legal right to the information will be provided access. Any other inquiries should be directed to the Department of Human Resources at (404) 752-1600.

Unless disclosure is required by law, release of more specific information may be provided at the sole discretion of MSM and upon receipt of a detailed written release signed by the employee.

It is MSM's policy to protect the confidentiality of personnel information concerning current and past employees and to authorize release of information under limited circumstances.