



Policy #14
Letters of Reference

December 10, 2015 (A)
March 22, 2001

Definitions and Interpretation Rules

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

“**CAO**” shall mean the CAO for the Township of Minden Hills.

“**Designate**” shall mean an employee appointed to do a particular job by the CAO.

“**Letter of Reference**” shall mean the confirmation of the dates of employment and the capacity, (position held), of the former employee.

“**Municipality**” shall mean the Corporation of the Township of Minden Hills.

Purpose

The purpose of this Policy is to provide a process for the issuance of Letters of Reference.

General

Letters of Reference shall be approved by the CAO or Designate of the Municipality prior to being released.

Scope

This policy shall apply to any and all requests in writing received by the Human Resources personnel for the Township, for Letters of Reference.

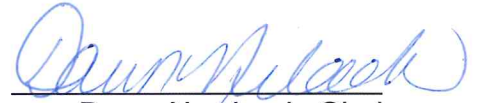
Guiding Principles

1. Provided requests for Letters of Reference are made in writing, the Township's Human Resources personnel shall provide a response, in writing, on Township letterhead, confirming the dates of employment and the capacity. (position), held by the former employee.
2. Letters of Reference shall be approved by the CAO or Designate of the Municipality prior to being released.

Adopted by Council this 10th day of December, 2015.



Brent Devolin, Reeve



Dawn Newhook, Clerk