



<b>Policy 3.5</b>	<b>Verification of Employment</b>		
<i>Effective Date:</i> 9/14/10	<i>Applicable Law/Statute:</i> None	<i>Source Doc/Dept.:</i> None/HR	<i>Authorizing I.C. Sec.:</i> None
<i>Last Amended Date:</i> 2/28/12			

## **VERIFICATION OF EMPLOYMENT**

**3.5**

### **POLICY**

It is the policy of DuPage County to handle all inquiries concerning current and former employees in compliance with legal requirements.

### **ELIGIBILITY**

- All employees under County Board jurisdiction regardless of employment status.

### **GUIDELINES**

- A. All inquiries concerning former or current employees should be directed to the Human Resources Department at (630) 407-6300.
- B. All inquiries concerning County Board Members should be forwarded to the County Board Office at (630) 407-6000.
- C. Inquiries concerning Elected Officials should be forwarded to the Elected Official's Department.
- D. No department or employee other than authorized employees in the Human Resources Department is authorized to verify any information about a current or former County employee to any outside requestor.
- E. Unless otherwise required by law, the Human Resources Department is instructed to provide only the following information on employees: dates of employment, job title, employment status, and base salary information.
- F. Inquiries requesting information about current or former employees must be submitted in writing and accompanied by the employee or former employee's signed authorization.

The request for [verification of employment form](#) is available on the internet under the Human Resources tab.