

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 12/09	Page: 1 of 1	Number: 7.3
	Reviewed by/Reviewed Date: CSA Exec Team 12/14/09	Replaces:	Category: Administrative
Title: <b>Letters of Reference and Recommendation</b>		Approved: 12/14/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To define what is appropriate when completing letters of reference and recommendations for employees of the Community Services Agency (CSA).

**Definition**

County policy states that in order to make a single administrative response to requests for letters of reference or recommendation for purposes of employment or verification of employment/salary for financial purposes are to be referred to the Chief Executive Office for response.

**Procedure**

Requests for references by a supervisor should be referred to the Chief Executive Office and should be written as an agent of Stanislaus County. Personal references, not related to employment, are not subject to these requirements, however personal recommendations may be made on plain paper and not refer to work performance and should contain no reference to, or representation of the Agency or County.

Requests for financial verification must also be made the Chief Executive Office and no employee of the department shall complete or verbally verify financial information for an employee.