The Department of Human Resources at Virginia Wesleyan College will provide employment information, past or current, when properly requested.

**Former Employees:** The Human Resources Department will respond in writing confirming dates of employment and position held. The following statement will be written on each reference request: "It is the policy of Virginia Wesleyan College to confirm only dates of employment and position held."

**Current Employees:** The Human Resources Department will verify employment hire date and position held for current employees. Salary information will be provided only when an employee has provided written authorization for the release of such information.

When individual department heads/supervisors receive a written and/or verbal request for a reference, it is the responsibility of that department head/supervisor to forward the request to Human Resources for processing.