

River Valley Child Development Services

REFERENCES POLICY

Effective: October 1, 2002

It is the current policy of River Valley Child Development Services, hereinafter referred to as RVCDS, to provide only the name, position held and dates of employment to any employer requesting information about a current or former RVCDS employee.

All requests for references will be forwarded to Human Resources to insure compliance with policy and procedures. This policy will be applied consistently to all requests for reference, whether verbal or written.

