

POLICY # A1-3.11

**REFERENCES AND EMPLOYMENT VERIFICATION
ALL EMPLOYEES**

It is the policy of the Town of Wayland to verify employment to perspective employers for former employees of the Town. The employment verification will be limited to dates of employment, positions held, wages and, when applicable, CDL drug and alcohol testing results as required by federal law. Additional employment information may be released upon signed authorization from the former employee.

Personnel Board Approved: October 16, 2006