
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Letters of Recommendation
POLICY NUMBER: 7115

7115.1 The Board of Trustees recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District permanent employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the District Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the District Manager or his/her designee before dissemination.

7115.1.1 The District Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the District Manager or his/her designee.

7115.1.2 At his/her discretion, the District Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.