Northeastern Illinois University (NEIU) will respond to verification or reference information to support credit applications, requests by financial institutions and governmental agencies, and to others as requested by the individual employee. NEIU University will also provide employment references within the limits of applicable Illinois law to provide confirmation of employment. The Office of Human Resources is the only department allowed to release information regarding employment verification.

PURPOSE OF THE POLICY

It is important for NEIU to facilitate employee requests for personal financial transactions, and to provide information to governmental agencies which require specific employment status details. Employment references are provided to other entities seeking to hire current or former employees of NEIU.

WHO IS AFFECTED BY THIS POLICY

University Employees

DEFINITIONS

Employment Status – The average number of hours per week the non-exempt employee works or the percentage of appointment for exempt employees. Included will be information if the position held is ongoing or is date limited by funding source or is extra help or temporary.

Employment Reference – Information limited to position title and dates of employment.

PROCEDURES

1. EMPLOYMENT VERIFICATION AND REFERENCE

CREDIT APPLICATION, FINANCIAL INSTITUTION OR OTHER REQUESTS AS APPROVED BY EMPLOYEE

Only a written request is responded to when requesting verification or reference information for a credit application or request by financial institution. Verification of employment status is not provided via telephone. Mail, fax, or e-mail requests will be honored.

When the Office of Human Resources is in receipt of a request to confirm employment status a Release Form is forwarded to the employee unless a signed original release form is included with the request for employment status.

If the signed original release form was included or if the employee has returned an executed Release Form, then the Office of Human Resources will release information as requested. Information to be released is limited to the following:
Employment Start Date
Employment Status Change Dates
Current Salary
Information regarding last day of employment if temporary, extra help or if the position is limited by the source of funds
Last Date of employment if no longer employed

Please allow 3 – 5 working days for a response.

GOVERNMENTAL ENTITY

When employment status is requested by a governmental entity the Office of Human Resources will provide information regarding employee dates of service, position and salary.

EMPLOYMENT REFERENCE

When Northeastern Illinois University receives a request for employment reference, only dates of service and position held will be released by the Office of Human Resources.

If an employee has been listed as an employment reference for another employee seeking employment, the employee listed as a reference may answer questions from the perspective employer regarding the employee who is seeking employment. The answers must be factual. Do not provide hearsay responses.

AUTHOR REFERENCE

Illinois Personnel Record Review Act, 820 ILCS et seq.
Illinois Employment Record Disclosure Act, 745 ILCS 46/1 et seq.

HISTORY

10/15/2013 – Revised; revised chapter number due to administrative change of numbering sequence
08/27/2013 – Revised; revised policy code number
Formerly Administrative Memorandum No. 5 – Verification of Employment Status, effective dated 03/01/1995

APPENDIX

Appendix A – Request for Verification of Employment

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact                        Phone               E-Mail
Office of Human Resources     (773) 442-5200

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.
APPENDIX A – REQUEST FOR VERIFICATION OF EMPLOYMENT

REQUEST FOR VERIFICATION OF EMPLOYMENT
(Please allow 3 – 5 working days)
Signed authorization from the individual in question is required before employment verification information is released.

Section I (to be completed by employee)

I hereby authorize the Office of Human Resources to release the information indicated below. Additionally, I release Northeastern Illinois University (NEIU) from all liability whatsoever for issuing the requested information.

EMPLOYEE NAME ____________________________ (please print)

UNIVERSITY ID ____________________________

EMPLOYEE SIGNATURE ____________________________ DATE ________________

PHONE NUMBER: ____________________________

Choose one option:

___ I will pick up. Please call the above number when ready. (Picture ID is required)

___ Please fax to the number listed: ____________________________

Section II (to be completed by the Office of Human Resources)

I certify that the records of Northeastern Illinois University (NEIU) reveal the following on the employee indicated above.

EMPLOYMENT PERIOD: ____________________________

POSITION: ____________________________

RATE: ____________________________

Section III (to be completed by the Office of Human Resources)

PRINTED NAME OF PERSON VERIFYING: ____________________________

SIGNATURE OF PERSON VERIFYING: ____________________________

POSITION: ____________________________ DATE: ____________________________