



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Disclosure of Information Regarding Current or Former Employees

**Procedure Number:** 03-2005-0008

**Board Policy Reference:** IV.B.

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**Accountable Administrator:** President

**Position responsible for updating:** AVP, Human Resources

**Original Date:** 12-15-05

**Date Approved by Cabinet:** 02-07-06; 08-05-08

**Authorizing Signature:** *Signed original of file*

**Dated:** 08-05-08

**Date Posted on Web:** 07-09

**Revised:** 07-09

**Reviewed:** 07-13

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### **Purpose/Principle/Definitions:**

All requirements for information regarding current or former employees shall be made to the HR Department. The College may disclose information about a current or former employee to a prospective employer. The College is immune from civil liability for such disclosures under the following conditions:

1. Disclosure of information is upon request of a prospective employer, or
2. Disclosure of information is upon request of the former or current employee;
3. The information released will be: position held, duration of employment, and the starting and ending salary;
4. The action is presumed to be in good faith.

Presumption of good faith is rebutted by showing that the information disclosed was:

1. Knowingly false;
2. Deliberately misleading;
3. Rendered with malicious purpose;
4. In violation of civil rights.

### **Legal References:**

ORS 30.178

ORS Chapter 659

ORS Chapter 659 A