



Personnel Policies

CITY OF WESLACO,
TEXAS

REFERENCE CHECKS

Originally Approved: 02/21/2006

Amended: 02/24/2009

08/07/2018

Page: 1 of 1

The City does not provide and no manager or supervisor is authorized to provide employment-related letters of recommendation. However, the City will respond to all employment reference check inquiries from other employers. The Human Resources department alone is authorized to provide reference information on current and former employees. Where there is any concern about the release of information, the City Attorney shall be consulted for guidance.

Responses to these inquiries will usually be limited to first day of work, last day of work and job title. However, if an employee has authorized in writing the release of wage rate or salary, that information will also be revealed.

For Texas Employment Commission hearings on unemployment insurance, the City will cite the specific reason(s) for termination and will supply a copy of the letter of termination, which states the specific reasons.