



The Foundation for  
California State University, San Bernardino

# Did You Know???

Brought to you by The Foundation Human Resources Department

## The Foundation has a strict policy for employment inquiries pertaining to what information can be provided and by whom?

- The Foundation policy states that “no employee (other than certain authorized people in Human Resources) may provide any information regarding current or former employees (either on or off-the-record) to any non-employee without the specific written approval of the Executive Director. This includes letters of reference.”
- The only information Human Resources will provide is the employee’s dates of employment and job title.
- If the employee provides written approval, such as on a bank or credit agency form, HR will also provide salary history.
- The Foundation’s strict policy prohibits us from revealing any information about why an employee may have left their Foundation employment. In instances where the employee wishes us to reveal additional information, we require written authorization from the employee. The appropriate disclosure authorization forms are available from the Human Resources office.
- Should any employee request a letter of reference or a release of information regarding their employment, please direct them to review the policy in their copy of the Foundation Employee Handbook and to contact the Foundation Human Resources office for more information.

**NOTE:** In an effort to continue to “Go Greener”, beginning with our May publication, we will send these “Did You Know” notices electronically, ***but only to those who request the electronic version.***  
**TO MAKE THE REQUEST:** Simply send an email to [hr-fdn@csusb.edu](mailto:hr-fdn@csusb.edu) with “Electronic DYK” as the subject. Be sure to include your name and email address in the text of the request. If there are other members of your staff which you feel would benefit from receiving these publications, please include their name and email address in your request.

Questions? Please call Foundation Human Resources at extension 77589.

**We are here to help!**