



# TOWN OF MILLIS

---

## REFERENCE POLICY

Employees, supervisors, and department heads are prohibited from providing references for current or former employees. The verification of employment with respect to position(s) held, duties performed and dates of employment is permitted by department heads and/or the payroll administrator. All other reference inquiries are to be forwarded to the Town Administrator's office.

(Located on page 18 of the Town of Millis Personnel Plan)