

VERIFICATION OF EMPLOYMENT

Upon a request for verification of employment, only dates of employment, base rate of pay/salary, and job titles will be provided. An employee's residence address or telephone number will not be given without proper authority; (i.e., a current authorization signed by the employee, a court order, or a subpoena). Notwithstanding the above, when the District receives an employment verification request from another district, charter school, or educational employer, staff must consult NRS 391.890 (2) and contact Human Resources before responding. The District has mandatory disclosure obligations under NRS 391.890 regarding sexual investigations and related employment actions that require a Department-prescribed form within 20 days. Failure to disclose may result in civil penalties under NRS 391.930.

Reference: NRS 391.850 et seq.