BP 7295 Letters of Recommendation for Employment

The District prohibits administrators from providing a letter of recommendation for employment unless authorized by Human Resources to do so. The author of the recommendation must obtain pre-approval from the District's Chief Human Resources Officer regarding the content of the recommendation.

The District further prohibits administrators from providing a letter of recommendation for employment if the employee receiving the recommendation is a respondent in a sexual harassment complaint and any of the following occurred: (1) the District's final administrative determination determined the employee committed sexual harassment, (2) before a final administrative decision is made, and while an investigation is pending, the employee resigns from the current position, or (3) the employee enters into a settlement with the District based on allegations arising from the sexual harassment complaint.

Also see BPs 7210 Academic Employees, 7230 Classified Employees, 7240 Confidential Employees, 7250 Educational Administrators, 7260 Classified Administrators

References: Education Code Section 66284

Policy Category: Executive Expectations

Adopted: 11/17/26