

KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE

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TITLE: Reference Letters	SECTION: Human Resources
DATE: August 10, 2010	POLICY NO. KDSB-HR-II-15
APPROVED BY: Resolution #2010-96	REVISED:

POLICY STATEMENT

Reference letters will be provided to former employees upon written request duly signed by the former employee.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.

Approved: August 12, 2010