

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: B-11
POLICY: Salary/Employment Verification			
DATE: MAY30/01	REV. DATE: FEB26/15	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

Consistent with the *Freedom of Information and Protection of Privacy Act*, the County of Renfrew will not disclose salary or employment information to a third party.

PROCEDURES:

1. Requests for verification of salary and employment must be made by the employee in writing to the Payroll Office. The request must be signed and dated.
2. Upon receipt of the request, the Payroll Administrator, or the **Administration Supervisor** at the **Long Term Care** Homes, will prepare written confirmation of salary and employment addressed to the employee for his/her release to the third party (see Appendix A).
3. Requests for salary and employment verification will be fulfilled within two (2) business days.

APPENDIX A:

Employee-Salary Verification