



All requests for references for current or former employees shall be referred to Human Resources for guidance prior to giving a reference. If approached for a reference please have the requester submit his/her questions in writing and forward them to Human Resources. Human Resources will review and respond to the requester. For current employees applying for an internal transfer or promotion please contact Human Resources for guidance.

No letters of recommendation will be given to employees.

*Reference: K.A.R. 1-13-1b; K.S.A. 44-119a; K.S.A. 45-215 et. seq.*