



Twentynine Palms Public Cemetery District

POLICY TITLE: Letters of Recommendation
POLICY NUMBER: 3124

3124.1 The Board of Trustees recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interest of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the Board of Trustees before dissemination.

3124.1.1 The General Manager shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than himself or herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Board of Trustees.

3124.1.2 At his or her discretion, the General Manager may refuse to give a recommendation. Any recommendation he or she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.