



EMPLOYMENT VERIFICATION BY MAIL PROCEDURE (HUM-P017)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for verification of employment by mail for Clarksville-Montgomery County School System Staff.

2.0 RESPONSIBILITY:

- 2.1 Administrative Assistant Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Clarksville-Montgomery County School System (CMCSS)
- 4.2 Human Resources (HR)
- 4.3 Verification of Employment (VOE)

5.0 PROCEDURE:

- 5.1 HR receives a VOE request.
- 5.2 HR Associate confirms employee signature or SSN for release of information.
- 5.3 Required information is supplied on given form and returned to company.
- 5.4 Completed form is scanned and placed into Docuphase.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 VOE documents
- 6.2 Docuphase

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Verification documents	HR Office	Perpetual	Permanent	Secured Office/Building

8.0 REVISION HISTORY:

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.



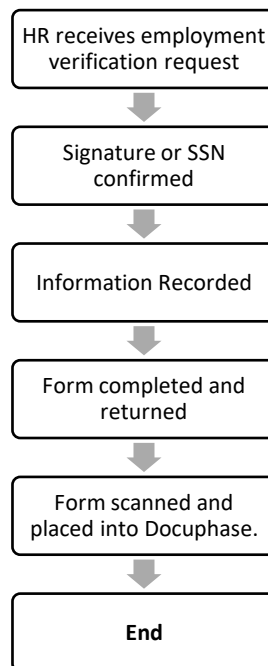
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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/23/05		Initial Release
4/27/06	A	Clarify and delete second sentence of 5.4.2
2/16/07	B	Remove, 5.4.1, 5.4.2 & 5.5 and update flowchart
9/03/08	C	Remove 5.1.1
5/15/12	D	Deleted 5.3, added "Completed form scanned and placed into Munis" and "Paper copy of completed form is placed into employee's personnel file." Updated logo.
5/11/15	E	Added Administrative Assistant to 2.0 Responsibility.
6/8/16	F	Updated approval authority, 5.1, 5.2, 6.1, and flowchart.
3/20/19	G	Replaced "Munis" with "Docuphase" throughout procedure. 5.5, added "paper" and "if applicable". Updated flowchart.
2/28/20	H	Updated abbreviations. Removed references to paper copy retention.
9/18/23	I	Removed references to VOS to avoid redundancy.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



*** End of Procedure ***