



Referees Report Procedure

Procedure Number
WCDHB-HR-0028

Version Nos:
5

1. Purpose

This Procedure outlines a process to clarify individual and organisational obligations in relation to the provision of referee's reports and provide a process to facilitate this.

2. Application

This Procedure is to be followed by all staff throughout West Coast District Health Board (WCDHB).

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- have written authorisation from individuals they wish to act as their referees

all **Managers** are required to:

- complete relevant details on the Certificate of Service Form prior to termination after written resignation has been received;
- act as a referee if an employee should request this and the Manager wishes to

the **Payroll Office** is required to:

- ensure the employee's payroll file includes Certificate of Service Form

5. Resources Required

This Procedure requires:

- WCDHB Certificate of Service Form

6. Process

1.00 At the time of resignation the Manager/s shall complete their section/s of the Certificate of Service Form and forward to Payroll for completion. Payroll will attach the original to the employees final pay advice and place a copy on their personal file.

1.01 If an enquiry is received by the Employer a copy of the form shall be provided (subject to authorisation) but any specific enquiries regarding skills, abilities or performance shall be directed to an individual WCDHB staff member authorised to act as a referee.



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7. Precautions And Considerations

- Written authorisation is required prior to releasing any information (oral or written) regarding past or present WCDHB staff members

8. References

There are no references associated with this Procedure

9. Related Documents

WCDHB Certificate of Service Form

Revision History	Version:	5
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive Officer
	Date Authorised:	September 1998
	Date Last Reviewed:	February 2010
	Date Of Next Review:	February 2012