

**THE MISSISSIPPI LOTTERY CORPORATION
POLICIES AND PROCEDURES MANUAL
HUMAN RESOURCES
EMPLOYMENT VERIFICATION POLICY
CURRENT AND FORMER EMPLOYEES**

PURPOSE

This document establishes a policy for external request for verification of employment of both current and former employees of the Mississippi Lottery Corporation (“MLC”). This policy shall assure uniform handling of such inquiries and protect the MLC from any possible liability resulting from disclosure of information.

POLICY

Any inquiries received requesting employment verification or references of the MLC employees, both current and former, shall be referred to the Human Resources department. Human Resources shall be the only point of contact to respond to reference or employment verification inquiries. This policy and procedure apply to all employees and organizational departments of the MLC.

CURRENT/FORMER EMPLOYEES

For personal loan or governmental agency request, the Human Resource department may make available, whenever a written request is received, the following information:

- Name
- Date of Hire
- Current position and title
- Date and amount of each salary increase or decrease while employed with the MLC
- Year to Date income and previous two (2) years when required
- Date of promotion, demotion, transfer, suspension, separation or change in position/status
- Date of Separation

The Human Resource department will exercise discretion regarding the amount of above information which may be released based on entity making the request.

For previous employment verifications:

- Date of Hire
- Date of Separation
- Whether employee is eligible for rehire

*****All requests are required to be submitted in writing and a record shall be maintained by the Human Resource department.***