

PROCEDURE NO. 4-10-9

ISSUED: 02-28-91

REVISED: 12-24-24

REVIEWED: 12-24-24

SUBJECT: Personnel Files and Records

PURPOSE: To ensure that information in the organization’s personnel files and records is accurate, relevant and safe from improper disclosure as set forth in Human Resource Policy No. 4.

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Necessary job-related and personal information about each employee will be retained in an official personnel file kept by the employer. The contents in these files will include basic identifying information (such as the employees name, address and job title), completed employment applications and other hiring-related documents, notices of pay changes and benefit coverage information, tax withholding documents, performance appraisals and information on other employment related actions (such as promotions, training course participation and corrective actions), and other relevant job-related information or documents deemed essential by management. Essential records of current and former employees will be kept in accordance with Record Retention Procedure No. 3-9-1.

Employees have the right to inspect the information contained in their personnel files or records. Individuals will be given access to their files only in the presence of a management official and at a mutually convenient time and place. The organization reserves the right to restrict inspection of certain sensitive information, including third-party references, confidential management documents or plans and items related to ongoing security or criminal investigations, before granting access to a file.

Internal access to an individual’s file is limited to supervisors and managers who are considering the employee for a performance appraisal, a promotion, transfer, disciplinary or other personnel action and other management officials who have a legitimate, verifiable need to know specific information about the employee.

No information in a personnel file will be disclosed to anyone outside the organization without a signed consent from the employee authorizing the release of the information. The organization reserves the right, however, to verify basic information, such as employment status and job title, without notification to the individual involved, and to cooperate with law enforcement, public safety, or medical officials who have a valid need to ascertain limited, specific information about an individual.

Individuals who question the accuracy or completeness of information contained in their files should bring such matters to the attention of the Human Resource Director. The organization will consider the employees objections and correct or remove erroneous or improper information. If the Human Resource Director decides to retain the disputed information in the file, the employee is entitled to place a brief statement in the record identifying the alleged errors or inaccuracies.

Employees will not be allowed to obtain copies of any part of their personnel record except for inservice training documentation and their regular assessments. A reasonable charge may be requested for the cost associated with any paper copies.

Employees may not disclose any information or data learned in the course of employment about employees to individuals not employed by the organization except with the organization’s written permission or the employee’s written permission. The Office of Human Resources of the organization may confirm employment without the employee’s permission.

Employees who violate the organization’s confidentiality rules will be subject to discipline, up to and including immediate discharge for violations. The organization also reserves the right to seek legal redress and remedies for breaches of its confidentiality procedure by former employees.

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Former employees will not be granted access or provided copies of their personnel files without proper court ordered documentation. Contact the Human Resource Department if such a request is provided.

Approved by: _____
Human Resource Director

Date: _____