

Personal Records Policy

February 2017

POLICY:

Complete personnel files are kept in a locked filing cabinet in the office of the Executive Director. Each employee's file will contain such documentation as the resume submitted, periodic performance evaluations, Criminal Reference check, salary administration and any other documents relevant to human resource management.

PROCEDURE:

Employees have the right to access their file, upon request to the Executive Director or designate, at a mutually agreed upon time.

The contents of personnel records are treated as confidential information. Access to the information contained in the file will only be granted, as needed, to Executive Members of the Board in the performance of their duties, and to other employees only to meet a requirement of their job function. All persons having access to Personnel Records shall treat all information confidentially.

Employees may request inclusion of their own documentation in their personnel record.