

PEOPLE'S PLACE

Personnel Files Policy

Approved By: Board of Directors
Review/Revision Date:05/01/2010

I. PURPOSE

The purpose of this policy is to ensure the security of all personnel files within the agency.

II. POLICY STATEMENT

It is the policy of People's Place to protect the confidentiality of all personnel files.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

Personnel File – documents relating to an employee's hiring, qualifications, compensations, performance, and benefits.

V. STANDARDS

- A. Personnel files will be maintained for all employees.
- B. Medical information will be kept separate from all other Personnel information and access is limited to administrative staff designated by the Executive Director.
- C. Personnel files will be kept in locked cabinets.
- D. Only authorized personnel may have access to Personnel Files. Authorization will be given on a need to know basis. Access is limited to information needed to perform a job function.
- E. An employee can have access to his/her personnel file upon request to Personnel and by scheduling an appointment from 8:30am – 4:00pm Monday – Friday except holidays.
- F. Personnel files shall not include records of an employee relating to the investigation of a possible criminal offense, documents which are being developed or prepared for use in a civil, criminal or grievance procedure.
- G. A representative from Personnel shall be present during any review of an employee's Personnel File.
- H. A written log will be kept in each personnel file to record any person outside of the agency who accesses the file.

VI. PROCEDURES

Individual Responsible

Action

Personnel

1. Opens personnel file on new employees.
2. Secures all personnel files.
3. Maintains active personnel files.
4. Stores inactive personnel files.
5. Responds to all requests for information.
6. Receives and authorizes appropriate requests to review personnel files.

Employee

1. Schedules appointment with Personnel to access personnel file.

Personnel

1. Monitors any access to personnel files.
2. Maintains access log.

VII. REFERENCES

None

VIII. EXHIBITS

- A. Personnel File Check List
- B. Personnel File Access Log