

PEOPLE'S PLACE

Personnel Files Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2021

I. PURPOSE

The purpose of this policy is to provide guidelines for storage and access 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, training 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, required licensing officials, and when required by the law.
- C. Personnel files will be kept in locked cabinets and may not be removed from the administration office.
- 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 Human Resources and by scheduling an appointment from 8:30am – 4:00pm Monday – Friday except holidays.
- F. Personnel files shall not include records of an investigation of a possible criminal, civil offense or grievance.
- G. A representative from Administration shall be present during any review of an employee's own 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

Human Resources

1. Opens personnel file for new employees.
2. Secures all personnel files.
3. Maintains active personnel files.
4. Stores inactive personnel files.
5. Responds to all requests for information.

Employee

1. Schedules appointment with Human Resources to access personnel file.

Human Resources

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

VII. REFERENCES

None

VIII. EXHIBITS

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