

RECORDS

RAILS will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidentially and in a file separate from the regular personnel files. Records will be retained in accordance with State and federal law, and Aaccess will be limited to ~~those who need to know~~ supervisors or managers on a need-to-know basis. RAILS will not disclose these records to persons outside of RAILS without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes, including when a grievance, charge, claim, or other legal proceeding is initiated by or on behalf of an employee or applicant.