

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 access will be limited to supervisors or managers on a need-to-know basis, based on the professional judgment of the Human Resources Director. The Director will, in each circumstance, evaluate this Policy and considerations, including employee and workplace safety, prior to granting access to these employee records. 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.