

PERSONNEL FILES

Employee personnel records are maintained in our Human Resources department. For purposes of this policy, a basic personnel file includes records related to performance and training as well as other records used for hiring, promotion, and disciplinary decisions. The basic personnel file does not include any reference checks, medical records, investigation files, or confidential records, which are kept in a separate confidential file.

Employees may request access to their basic personnel file. All requests for access to your basic personnel file must be provided in writing. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file during normal office hours. Employees are not permitted to remove any documents from the basic personnel file, but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the basic personnel file.

Employees may request copies of documents in their basic personnel file. Requests for copies must also be made in writing (For the purposes of this document, “email” equals “in writing”) to Human Resources.