

POLICY

EMPLOYEE RECORDS AND INQUIRIES

6006

Personnel files are maintained for each employee. Personnel files are the property of the Bullhook Community Health Center and may not leave BCHC premises. Please make an appointment with **your Supervisor**, in advance, if you wish to view your personnel file. Personnel files are to be reviewed in the Human Resource Department. Personnel files may not be taken outside of the department.

Employee records will not vary because of an individual employee's race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. The employee personnel record shall include, but not be limited to the following:

- a. Completed application and employment related documents
- b. Employee personal data
- c. Insurance/Benefit Enrollment Forms
- d. Orientation check lists
- e. Training records
- f. Performance appraisals
- g. Job descriptions
- h. Copies and proof of license where applicable
- i. Required Internal Revenue forms
- j. Disciplinary action records: will be removed from the files one (1) year after date recorded unless problem(s) remain unresolved.

Payroll data, employment verification, medical records, holiday or leave records, are not included in the personnel file for current employees. These items are kept in designated files for administrative accessibility. Employees may view their files upon request to the HR Director during regular office hours.

CONFIDENTIAL RECORD

Personnel files are maintained by the Human Resources Director or BCHC designee and are considered confidential. Managers and supervisors other than the Human Resources Director may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file.

EMPLOYEE REFERENCE REQUEST

Reference information for past employees may be given by the CEO or Payroll/Benefits Specialist or designee, but only in writing and with written authorization by the employee. The same applies to a current employee with a copy of the reference statement(s) and authorization.

CREDIT REFERENCES

Only the CEO or Payroll/Benefits Specialist or designee may give written credit reference requests. Information given will consist of starting employment date, number of hours worked per week, hourly salary and position title. A signed release of information must be attached to a credit reference request. If the request for a credit reference is by telephone, the CEO or Payroll/Benefits Specialist or designee will simply verify information given on the credit applicant's application.

OTHER INQUIRIES

Inquiries from IRS, lawyers, insurance claim adjusters, law enforcement officers, child support enforcement division, etc. must be routed to the Payroll/Benefits Specialist or designee. The employee will be informed that an inquiry was made and by whom.

PERSONAL INQUIRIES

Information will not be given to non-employees seeking information concerning any employee's telephone number, address, etc. The caller must identify himself/herself and if the identity and request seem reasonable, the staff may relay a message to the employee.

Cindy Smith Date: 8-17-2017
 CHIEF EXECUTIVE OFFICER

Carol A. Reppner Date: 8-17-17
 CHAIR, BOARD OF DIRECTORS

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