

Personnel Files Access Policy & Procedures

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Revised:

POLICY

Personnel files may only be accessed by an employee, supervisors with a need to know and Human Resources personnel.

Employees may review their own personnel records in the presences of an HR representative, after first making a request to HR. The review will be scheduled at a mutually convenient time for both. Records considered to contain sensitive or confidential company plan information may be excluded from the review. Personnel records may be copied (at a reasonable fee to the employee) but not removed from the file.