



Policy: Personnel Records

ChildNet Number: CN 009.043

Original Approved Date: June 2, 2003

Policy Revised Date(s): October 2009, May 2010, June 22, 2010, October 28, 2010

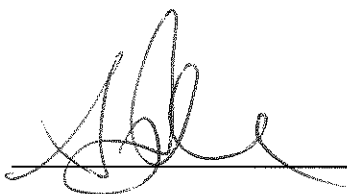
Policy Sunset Date:

COA Standard(s): HR 7.01, 7.02, 7.03, 7.04

Statement of Policy:

Personnel information is obtained and maintained in compliance with all applicable federal, state and local law. All personnel documents are the property of ChildNet and subject to access and authorized release only in compliance with applicable law or the business needs of ChildNet.

Board Chair's Signature:



Date:

11-30-10



Procedure: Personnel Records

ChildNet Number: CN 009.043

Original Approved Date: June 2, 2003

**Procedure Revised Date(s): October 2009, May 2010, June 22, 2010,
October 28, 2010, August 22, 2014**

Procedure Sunset Date:

COA Standard(s): HR 7.01, 7.02, 7.03, 7.04

Definitions:

Talent Management Manual: A department manual maintained by Talent Management that contains Talent Management policies, procedures, processes, instructions, and guidelines. The Manual is designed to be used as a reference for Talent Management staff.

Statement of Procedure:

A. Access to Personnel Records

1. **Viewing:** An employee may request access to his or her personnel file by oral or written request to Talent Management. The request must include the reason for the request and must be signed and dated by the employee. To schedule the time to view a personnel file, an employee provides the written request and schedules an appointment with a member of Talent Management during normal business hours.
2. **Removal:** Original personnel files are not removed from the Talent Management administrative area unless required by and in accordance with legal purposes. A Talent Management staff member remains present when any employee or supervisor reviews his or her personnel file except as required by and in accordance with legal purposes.
3. **Copying:** Employees may obtain copies of documents contained in their own personnel file within a reasonable time. When the number of pages to be copied is more than five, a ten cent per page charge may be assessed. Due to the fluctuating workload, a delay in copying may be anticipated, particularly when the personnel file is voluminous.
4. **Supervisory Access:** Supervisors may access their employees' personnel files if the purpose is necessary for a job-related reason, and access to contents of the file is limited to the part of the file necessary. Requests are to be made in writing



and a Talent Management staff member is present while the supervisor views the file.

B. Personnel Records Maintenance

Employees are responsible for ensuring that their personnel records are current, particularly with respect to changes to the information below, which should be promptly updated with Talent Management:

1. Name
2. Address
3. Telephone Number
4. Marital status (for benefits and tax withholding purposes only)
5. Dependent information (for benefits purposes only)
6. Beneficiary designation (for insurance, disability and pension plans)
7. Emergency Contact Information
8. Information that would affect an employees' authorization to work, including any information required by ChildNet's Driver License Records Check and Insurance Requirements Policy (CN 009.010) and the Applicant, Employee and Volunteer Background Screening Policy (CN 009.062)
9. Application and hiring documentation including job postings, interview notes and references.
10. Information regarding continued education, training and conferences attended
11. Copy of updated professional license if applicable.
12. Compensation documentation
13. Performance appraisals, disciplinary actions and termination notices, as applicable.

Please refer to the Talent Management Manual for the following information:

- A list of the specific contents found in each type of personnel file: main employee file, medical/insurance file, and subject files; and
- The security controls that are in place to protect the confidential information in these files from unauthorized access or disclosure.

Employees may review, add and correct information contained in their records, in accordance with applicable law.

Employees whom voluntarily leave ChildNet have the opportunity to participate in an exit interview conducted by Talent Management. A copy of the exit survey, along with the exit interview notes are provided to the immediate supervisor, department Director, and related Executive and placed in the personnel file. See related policy CN 009.083 Satisfaction and Retention and CN 010.016 Independent Contractor.



ChildNet's policy on retention and destruction of personnel records can be found in
CN 012.011 Records Retention

President's Signature:

Date:

08-27-14