

E 320 - PERSONNEL RECORDS

Policy:

Records will be maintained for each employee to meet legal requirements, to provide information that may be required in a civil or criminal action, and to ensure the efficient administration of the Company.

Procedure:

The Human Resources Department will maintain a personnel file for each employee consisting of information required for managing the workforce.

Confidentiality of records is a priority. Information will only be released to management employees on a need to know basis.

Documents may not be removed from personnel file and taken beyond the offices of the Human Resource Department without the permission of the Director of Human Resources.

All requests for references and other employee information by outside parties will be referred to the Human Resource Department. Employee information will be released to outside parties by the Human Resource Department only under the following guidelines:

Information verified by telephone will be restricted to:

- Title
- Dates of Employment
- Final Salary

Other employee information must be requested and will be released only in written form.

Employees will be given the opportunity to inspect their records under the following restrictions:

- A request must be made to the Human Resource Department for an appointment to review the personnel file.
- No record may be altered or removed. If an employee wishes to have a document removed or changed, a written request must be made.

- Employee address lists are confidential and will not be issued or copied without approval of the Director of Human Resources, President or his designee.