

**Policy & Procedure Manual**

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**PERSONNEL RECORDS – HR-III-5**

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**POLICY:**

Human Resources will maintain personnel records, containing pertinent employment-related information for each employee of OPTIONS NORTHWEST. Personnel records are the property of OPTIONS and are kept in the strictest confidence. Access to all information is restricted to a need to know basis. Outside of Human Resources personnel, only an employee's immediate Supervisor or superior shall have access to the information contained therein upon request.

Each employee shall have reasonable access to their file for the purposes of reviewing any evaluations or formal disciplinary actions contained therein, in the presence of the employee's Supervisor and a representative of the Human Resources Department. No files will be allowed outside the Human Resources Department.

**PURPOSE:**

To maintain confidentiality/security of personnel records.

**PROCEDURE:**

1. All requests for personnel information shall be directed to a representative of the Human Resources Department.
2. Employees requesting to review their personnel records must do so at least one day prior to the review taking place.
3. Requests by an employee or another agency for a copy of personnel documents must be made with advance notice, stating the reasons and a release (see policy HR-111-33) must be signed by the employee prior to the release of the requested information to another agency.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services (all)

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

