

NORTHCARE NETWORK

POLICY TITLE: Personnel Files/Access to Personnel File	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 1/27/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 2/1/22 Dr. Tim Kangas, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

A personnel file will be kept on each employee hired by NorthCare Network.

PURPOSE

To ensure accurate and complete employee personnel files are maintained.

DEFINITIONS

Personnel File -- A record kept by the employer that identifies the employee and is used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.

REFERENCES

Equal Employment Opportunity Commission (EEOC) – Recordkeeping Requirements

HISTORY

NEW POLICY - 1/1/15

REVISION DATE: 8/22/16, 6/23/17, 2/2/19, 11/24/19, 9/29/20

REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/23/17, 4/20/18, 2/2/19, 11/24/19, 9/29/20, 1/27/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 3/15/19, 1/7/20, 10/6/20, 2/1/22

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

Upon hiring an employee, the HR Coordinator will prepare the necessary file required to be maintained. Access to the files are limited to the HR Coordinator, CEO, employee's supervisor and employee. Upon written request, employers must allow employees to view their personnel file.

The HR Coordinator maintains a file that may include such items as the following:

- Personnel: pay, benefit, evaluations, and training documents
- Medical/FMLA files
- I-9 Form
- State of Michigan New Hire Reporting Form
- Voluntary Affirmative Action Information

- Reference Letters
- Occupational Safety and Health Administration (OSHA)
- Workers Compensation
- Employee Relation documents

A personnel file may not include items such as:

- Employee references
- Materials relating to the employer's staff planning with respect to more than one employee
- Information of a personal nature about a person other than the employee
- Information that is kept separately from other records and that relates to a criminal investigation
- Records maintained by an educational institution that are directly related to a student and considered to be education records
- Records kept by an executive, administrative, or professional employee that are not accessible or shared with other persons.

The HR Coordinator maintains a Grievance file separate from the above-mentioned files. When a written grievance has occurred, a number will be assigned and referenced in the employee's personnel file.

Employees are responsible for notifying the HR Coordinator of changes in personal information to ensure payroll and benefit data is updated and accurate.

An employee is not allowed to view letters of reference on file, except by written permission from the source of reference. Personnel files will not be removed from the HR Coordinator's office, unless approved by the HR Coordinator or CEO.

Information from an employee's personnel file may be released to persons other than those listed above, only with a written, signed authorization of the employee or under legal requirements. At the discretion of the CEO and to exercise quality assurance and/or legal requirements (such as for licensing, audits, regulatory agencies, etc.) access to the files may be granted.

Individual files and payroll records are kept active plus seven (7) years following an employee's termination, per EEOC recordkeeping requirements.

The NorthCare Network Governing Board has also designated the Human Resource Coordinator as the Equal Employment Opportunity Officer in preparing reports to meet EEO requirements. In these instances, individual anonymity and privacy will be protected.