

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: 3/17/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Manager	CEO APPROVAL DATE: 4/3/25 Megan Rooney, 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
Bullard-Plawecki Employee Right to Know Act

HISTORY

NEW POLICY: 1/1/15

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, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 8/22/16, 6/23/17, 2/2/19, 11/24/19, 9/29/20, 5/8/24, 3/17/25

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, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

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

The HR Manager 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
- 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 Manager 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 Manager 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 Manager's office, unless approved by the HR Manager 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 recordkeeping requirements.