FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **PERSONNEL FILES**		POLICY NO: HR-030
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: PERSONNEL FILES HR03-380
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Family Visions Employees	

POLICY:
Family Visions Inc. will maintain a personnel file relating to each employee's employment. The documents contained within the personnel file are the property of the agency and will be maintained for the employer's purposes.

PROCEDURE:
Family Visions Inc. employees are required to inform the Program Director if there are any changes to their vital information such as address, phone number, emergency contact person, etc. The agency recognizes the expectations of employees that information about them, stored in agency personnel files, is accurate, relevant, and safe from improper disclosure.

PERSONNEL FILE CONTENTS:
Family Visions Inc. is responsible to determine what documents will be placed in the employee's personnel file. Only information that is necessary to an employee's employment with the agency shall be retained. These will include:

Hire and Movement Section (Employee Movement and Status Card Summary):

1. Job application and/or resume
2. Agency Interview documentation
3. Offer of employment
4. Position acceptance letter
5. Signed position description
6. Wage or salary information and reclassification dates
7. Criminal Record Check
8. Child Abuse Registry Check
9. Drivers Abstract
10. Signed Policies that are conditions of employment (Workers Working Alone, Respectful Workplace)

11. Documents pertaining to a worker's departure from the company (such as reasons why the worker left or was dismissed, unemployment documents, insurance continuation, etc.).
12. Forms providing next of kin and emergency contact information.

Benefits Section

1. TD 1 and related employment benefit forms
2. Authorizations for deductions or withholding of pay
3. Any contract, written agreement, receipt or acknowledgement between the employee and the employer

Performance Section

1. Performance evaluations & supporting documentation. Each evaluation filed is to be signed by the employee acknowledging the filed document, but not identifying agreement. The document may include a written comment from the employee at their discretion.
2. Letters of warning and/or disciplinary actions
3. Complaints investigation & resolution
4. Personnel actions, such as appointment, change of status tenure and promotion

Education Section

1. Information pertaining to bona fide qualifications
2. Completion of training programs
3. Signed Agency and Residential Care Licensing orientations forms

CONFIDENTIALITY

Personnel records shall be deemed confidential and will be withheld from public access. In particular documentation relating to:

1. Personnel investigations including but not limited to Abuse Investigations by the Department of Family Services and Consumer Affairs, and investigations relating to the respectful Workplace Policy.

ACCESS

Personnel files shall be made available for review. Persons entitled only under the supervision of the employee or his or her designee in the administrative office where they are maintained may inspect the files. The Executive Director, Program Director and/or Payroll/Accounting Clerk shall have the authority to obtain and review personnel files. Under the Guidelines of Residential Care Licensing, the coordinator may request to review specific documents on employee files.

Program Directors shall have access to the personnel file of persons employed or being considered for employment in their areas of responsibility on a need-to-know basis. Other outside employees showing a legitimate need for the information shall be permitted such access. i.e. Residential Care Licensing

An employee shall have a right of access to his or her own personnel file provided:

1. An employee wishing to inspect or obtain copies of information from his/her personnel file shall sign an Employee Request to Examine/Copy Personnel Records (Appendix)
2. An employee may not remove or add any records to her or her file at the time of inspection.
3. The inspection will occur at a mutually agreeable time and an authorized Family Visions Inc. custodian employee will be present.

CORRECTION OF RECORDS

An employee may dispute the accuracy of any material or correspondence included in his or her personnel file. Such dispute should be directed to the custodian of the file in writing. If the dispute is not resolved by mutual agreement, the employee may submit certain personal responses to any alleged invalid material or correspondence to be included in his or her file.