



HEAD START OF WASHINGTON COUNTY, INC.

HUMAN RESOURCES

Section: Employee Information	
Title: Personnel Files	Page 1 of 2

1. Finance/HR Assistant will create a central personnel file for each employee.
2. Personnel files will be kept in a fire-proof filing cabinet at the administration office. Personnel files should never leave the administration office, unless it is deemed necessary by the Human Resources Manager.
3. Finance/HR Assistant will create the following additional files for each employee: Retirement, Miscellaneous, Training, OCC, and Benefit/Medical.
4. Benefit/Medical files will be kept in a separate filing cabinet from the regular personnel file and will only be accessible to the Human Resources Manager and the Finance/HR Assistant.
5. OCC files will include the following information: Credentials, copy of driver's license, OCC required medical report, TB test results, Criminal Background Check acknowledgement, training certificates, and CDL physical/drug screen results.
6. OCC files will be sent by Human Resources to the work site where the employee is assigned. OCC files will be kept locked and only accessible to the site Director or Program Assistant at the site.
7. OCC files will be audited by the Site Director prior to OCC licensing reviews.
8. Employee files will only be accessible to the following employees: Human Resources Manager, Finance/HR Assistant, Finance Manager, Executive Director, Program Director, and Immediate Supervisor. Employees wishing to review their personnel file must make written request. The Human Resources Manager or the Finance/HR Assistant must be present during the review.
9. Employees can request copies of items from their personnel file. Human Resources will consider requests on a case by case basis. If granted, the employee will provide a written request of items. Human Resources will make the copies. Each copy will be denoted with a stamped "Copy".

10. Supervisor review of personnel file will be documented.
11. Personnel files will be audited at least every two years and prior to every Federal Head Start Review.