
PERSONNEL RECORDS

Each employee's individual personnel file is regarded as confidential information and is treated as such. The only persons with access to the file shall be the employee, the employee's immediate supervisor, service area/program manager, Human Resources Manager, Finance and Assistant Director for Administration, Finance/Human Resources Assistant, and Executive Director. Access to personnel files will be on a need-to-know basis.

Staff personnel files contain the following items:

1. Application or resume
2. Letter of Appointment
3. Signed job descriptions
4. Copies of transcripts, diplomas, certificates and licenses
5. Reference checks and criminal background checks
6. Ongoing performance evaluations
7. Training records
8. Letters of commendation or other indications of exceptional performance
9. Memoranda concerning job changes or transfers
10. Warning letters and records of all disciplinary actions
11. Leave of absence information
12. Signed Standards of Conduct
13. Signed Receipt of Policy Manual
14. Documentation required by state or private regulatory agencies.
15. Emergency Contact information sheet.
16. Payroll related authorizations (Direct Deposit, deductions, etc.).

A separate file containing health records will be maintained. The health records are confidential and therefore only accessible on a need-to-know basis. Health records may be provided to first aid and safety personnel in the event of an emergency requiring treatment.

Access to your personnel file is available upon request and by appointment only.

Personnel records are the sole property of Head Start of Washington County, Inc.

Approved by BOD 08/30/2000

Approved Policy Council 1/31/200