

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA088

NAME: PERSONNEL RECORDS AND PROCEDURE FOR ACCESS

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:		BY:
(LAST) REVIEW DATE:	12/14/2023	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACE BY:

I. PURPOSE

To outline the ability and procedure for accessing employee records.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. Confidential Information

Each staff member's individual employee file is regarded as confidential information and is treated as such. Access to employee files will be on a need-to-know basis or as a result of a formal Freedom of Information Act request. Employees may not view the contents of another employee's file.

Supervisory staff, HR Staff, and the Executive Administrative Assistant are duty bound to not reveal confidential information contained in an employee's personnel file to any other employee or those outside the Agency. Supervisory staff will receive an electronic or verbal report of information that is requested about an employee instead of viewing the full employee file.

B. Copies

Copies of the employee file will be released to a staff upon their request. Employees will be charged for copies from their record when more than one document is requested at a time and in addition, when requests occur frequently/in excess. Charges will follow the Freedom of Information Act (FOIA) guidelines.

C. Employee Files

The Agency is creating paperless files for employees that are held within the HRIS system. Employee files that are not paperless have two files – one containing medical information and one containing all other employee information.

D. File Viewing

Employees may view the contents of their employee file four times per year. Additional requests must be made to the CEO. Employees viewing their file must do so in the presence of a Human Resources representative. At no time should an employee view his file in private. Human Resource staff shall have their files kept in a location where their access can be supervised. Requests to view the employee file should be directed to the Human Resources Manager who will make appropriate arrangements.

IV. ATTACHMENTS

V. REFERENCES

Policy BA079 - Freedom of Information Act (FOIA)