

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO. 3.7 **PAGE 1 OF 2**
SUBJECT: EMPLOYEE RECORDS
DEPARTMENTS AFFECTED: ALL **APPROVED BY:**
ISSUED: 7-30-91 **REVISED: 8-29-96, 6-26-98** **EFFECTIVE DATE: 7-30-91**

PURPOSE: To insure that accurate, current and complete records are maintained for each employee and to protect the confidentiality of the records and privacy rights of the employee.

PROCEDURE:

1. Official employee records are maintained in the Human Resources office. These records include the employee's:
 - a. Application for employment and/or resume.
 - b. Reference checks from previous employers, if applicable.
 - c. W-4 for federal and state
 - d. Various forms with personal information for emergencies, EEO reporting, etc.
 - e. Orientation checklist.
 - f. All status changes affecting the employee.
 - g. Performance Appraisals
 - h. Current and past job descriptions.
 - i. Other documents as appropriate, i.e., developmental action, insurance information, etc.
2. The department is responsible for issuing properly approved Status Change Forms whenever there is a change to the employee.
3. The employee is responsible for informing the Human Resource Department of any changes in name, address, phone number and/or beneficiary. This notice should be given in writing before the change occurs, if possible, or no later than two weeks afterward.
4. **CONFIDENTIALITY**

Marklund firmly believes in and protects the rights of each employee's privacy. Only information relevant to legal or Marklund business purposes will be gathered and maintained.

Each employee or former employee whose employment terminated within the preceding twelve

months or their designated representative has the right to review the contents of their file in the presence of a member of the Human Resources Department. An employee has the right to correct any errors or insert in the file their version of any disputed information. Employment and personal references, which are collected on a confidential basis, will not be made available to the employee. Upon request the employee may obtain a copy of their record at the actual cost of duplication.

Internal access to an employee's file is limited to Human Resources Office employees, the employee's immediate supervisor, and the supervisor of another department to which the employee is being considered for transfer. In all cases such access is limited to a "need to know" basis.

External disclosures are limited to employment verifications and duly authorized and served requests from law enforcement agencies. Employment verifications should come from a representative of the Human Resources Department. Dates of employment and final job title is the only information verified unless a written request with the employees signature is received. With that information, final salary is verified. If any supervisor or department head receives a request either on the phone or via the mail to verify employment, they should redirect that request to Human Resources.

Except when the release of employee information is ordered to a party in a legal action, the Director of Human Resources will review the record before releasing any information to a third party and delete any records of disciplinary action more than one year old.