

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Personnel Records	Policy #: 1.4
Prepared by:	Revision #: 1
Approved by: Board of Directors	Effective Date: 4/22/2016

1.4 Personnel Records

The Center will establish and maintain employee records. These records will be maintained in the Executive Director's office. A permanent file for each employee will be established at the time of hire and will include, but is not limited to, the following:

- Employee's resume and related documents such as reference information and written offer of employment.
- Tax forms.
- Job description for applicable position.
- Signed Confidentiality and Nondisclosure Agreement.
- Immunizations and PPD documentation.
- Emergency contact information.

Other information that may be put into the personnel file and a copy will be given to the employee:

- Attendance record.
- Performance evaluations.
- Certifications, licenses or proof of educational degrees or training.
- Disciplinary warnings, notices, etc.
- Counseling memoranda

At the time of separation, the following items will be added to the personnel file :

- Resignation, retirement or termination notice
- Exit interview notes
- Any other pertinent information.

Every employee will have the right to have a copy or to review the contents of his/her file in the presence of the Executive Director or his/her designee. Nothing may be removed from the file. Personnel records will be kept confidential and may be viewed only by the Executive Director, the Chairman, the employee's supervisor or a Board Member at the discretion of the Chairman.

External requests for information contained in a personnel file will be treated with extreme care. Unless otherwise required by law, information will not be disclosed without the written consent of the individual to whom the information pertains.