

Procedure Title:**Employment Status & Records****PROCEDURE NUMBER: 2-0-2****Policy Title:****ACCESS TO PERSONNEL
FILES****Effective Date:**

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone maintains a confidential personnel file on each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance appraisals and salary increases, and other employment records.
2. Personnel files are the property of Keystone, and as such, the contents are not available for release. Additionally, access to the information they contain is restricted. Generally, only supervisors and management personnel of Keystone who have a legitimate reason to review information in a file are allowed to do so.
3. Employees who wish to review their own file should contact Human Resources department. With reasonable advance notice, employees may review their own personnel files in Keystone's offices and in the presence of an individual appointed by Keystone to maintain the files. Employees may take notes regarding the content of the file but may not remove or copy any part of the file. If an employee objects to material in the file on the grounds that it is inaccurate, they may request to add their own statement to the file contents.
4. It is each employee's responsibility to keep Human Resources Department advised of changes that should be included in your file. These changes include, name, and address, emergency contact information, number of exemptions, marital status, name of dependents (s) or beneficiaries that may impact health or life insurance coverage.

NOTES:

