



The Center for Family and Child Enrichment  
"Cherishing Our Children Since 1977"  
Operational Policies and Procedures

**Policy #: 7.1**

**Section: HR 7**

**Subject: Personnel Records and Privacy**

## PERSONNEL RECORDS AND PRIVACY

### PURPOSE

To establish standards by which information contained in personnel records will be managed to achieve accuracy, privacy and legal compliance

### SCOPE

This policy applies to all The Center for Family and Child Enrichment employees.

### POLICY

A private personnel record will be maintained on each CFCE employee and updated as often as necessary.

Access to personnel files is restricted to authorized employees (Supervisors and Managers) of the Agency on a Need to Know basis.

### PROCEDURE

The Personnel Record is permanent and confidential. It is only available to authorized personnel and to the individual staff member. The personnel records contain:

- Application and Employment material including Letters of reference;
- Copies of written confirmation and written acceptance of employments;
- Material on personal interviews;
- Copies of periodic evaluations and information on special agency or professional assignments;
- Physician's statement when requested;
- Written material relating to termination, including terminal evaluation and letters of reference to prospective employers;
- Documentation of staff development activities;
- Documentation of leave use;
- Documentation of education and training.
- Hire date; termination date; terminal evaluation; and letters of reference to prospective employers. This file is to be destroyed after a period of ten (10) years from date of termination.
- Job Description
- Performance Appraisals



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- Disciplinary Memos
- Exit interviews

Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Human Resources Department as an employee's income tax status and group insurance may be affected by these changes.

Upon written request by the employee, the employee may inspect his/her personnel file in the presence of the CEO or designated representative within the designated area. Inspection of an employee's personal file may be accomplished at reasonable times during office hours. Employment references and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. Employees do not have the right to obtain copies of documents in the file, except for those signed by the employee as a condition of obtaining or retaining employment.

The employee may add and/or correct information in the file, in accordance with applicable State laws.

Request for information from employee's files received from others and inquiries from outside the Agency including requests for references on former employees should be directed to the CEO or designee. Supervisors and other employees are prohibited from providing personal or employment references on ex-employees or current employees.

Information regarding an employee requested by telephone will be verified by the Human Resources Department and will be limited to dates of hire, separation and most recent job title. If the request for information is in writing, salary information will be verified in addition to the above. The verification will be prepared by the Human Resource Department and a copy will be retained in the employees file.

References, including salary history, job chronology and performance information may be released in writing only with the written approval of the employee or ex-employee.

Originals of personnel records will normally be maintained by the Human Resource Department for a period of ten years after an employee's separation date.

Access to medical files is restricted to the CEO or, in an emergency, the Executive Assistant or Human Resources Department. Medical information will be released only upon written authorization of the employee or upon proper request from persons or agencies that have legal rights to the information.



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The Agency will cooperate with Federal, State and Local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. The Human Resource Department may permit a government investigator to review a personnel file on Agency premises, but the investigator will not be allowed to remove or reproduce this information without consent from the Agency’s General Counsel.