***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-12**

SUBJECT: Personnel Records **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

*[Hospital Name]* maintains three types of files of employees. These are the personnel file and the payroll file and if the employee is a patient a medical file.

1. **Confidentiality:** All employee files are to maintain in a secure location and only those individuals who have a valid need to know will have access to the information in the files.
2. **Employee Access:** Employees may review certain contents of their files by contacting the Director of Human Resources for the personnel file and the Business Manager for the payroll file. The following may not be reviewed by the employee:
3. References and reference checks
4. Records of any investigation undertaken by management
5. Medical records
6. Documents related to a judicial proceeding
7. Any document that would violate the confidentiality of another employee
8. Documents used for employee planning
9. **File Location**: The employee personnel file will be established and maintained by the Director of Human Resources and located in the HR Office. The employee payroll file will be established and maintained by the Business Manager and located in the Office of the Business Manager. The medical file will be kept in medical records.
10. **Contents of the Personnel file:**
    1. Application forms
    2. Interview forms
    3. Offer Letter
    4. Signed acknowledgement of employee handbook
    5. Relevant licenses, diplomas, certificates
    6. Any disciplinary documentation
    7. Employee performance evaluations
    8. Years of Service record
    9. Signed Internet & Computer Use Agreement
    10. Other items as needed
11. **Contents of the Payroll File:**
    1. Initial offer letter with rate and terms
    2. Any payroll forms completed on hiring
    3. Bank account information
    4. Loan information
    5. Tax information
    6. Other items as needed

The medical file is not to be accessed by anyone other than clinical caregivers for purposes of providing patient care.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_