

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: HR-401.01 Organization and Accessibility of Personnel Records

EFFECTIVE DATE: December 4, 2024

SECTION: Personnel

REFERENCE POLICY: HR-401 Organization and Accessibility of Personnel Records

RESPONSIBLE CHIEF OF STAFF: Chief Operating Officer

RESPONSIBLE COMMITTEE: Employee Investment

REVIEWED:

I. PURPOSE

The purpose of this procedure is to describe the organization and accessibility of an employee's personnel record.

II. PROCEDURE

The Human Resources Department secures and maintains all personnel records. These records are confidential and are property of Carolina Family Health Centers, Inc. All requests for access to a personnel record are made, preferably in writing, to the Director of Human Resources or his/her designee and are limited and based on the following requestor.

- Human Resources Personnel – Full Access
- Chief Executive Officer – Full Access
- Chief Compliance Officer – Based on the investigation
- Finance Department Personnel – Limited Access, based on need
- Employee's Manager/Supervisor (direct report) – Performance evaluations, corrective actions, references, resumes and/or employment application
- Employee – Access granted for a specific reason and does not include references or criminal background check information
- Authorized Federal or State Agency representatives – Access limited based on need
- Internal & External Auditors – Access limited based on need

Upon receipt of the written request, the Director of Human Resources contacts the employee to schedule a viewing of the file or provides a written notification to the employee of the reason the file cannot be viewed.

Individual personnel files are maintained in a uniform format for ease of access to information contained within. Sections of the personnel file that are actively renewed and reflect material in chronological order with the most recent material visible on top. All documents pertaining to employee medical records are kept in a separate personnel medical file. Form I-9s and employee identification are kept in a specific binder in the Human Resources Department.

Each personnel file is organized into eight sections and categorized accordingly.

SECTION I.

Payroll Status Change Notice Forms (most recent on top)
Employment Contract (if applicable)
Supervisory of Collaborative Practice Agreement (if applicable)

SECTION II.

New Employee Data Form
Form W4 & Form NC4
Direct Deposit Form

SECTION III.

Performance Review(s)

SECTION IV.

Corrective Action

SECTION V.

Pre-Hire Documents (employment offer, resume, employment application, reference check, drug screen result, criminal background check, debarment check)

SECTION VI.

Documentation/Waivers of Company Benefits

SECTION VII.

New Employee Orientation Program
Position Description
Training and/or continuing education documentation

SECTION VIII.

Training Quizzes
North Carolina New Hire Report
Other miscellaneous materials

Employees are not allowed to remove any documents from their personnel file, however, an employee can request to have a correction made to a document if he/she believes the information is incorrect. Employees may also request copies of documents from their files through a request to the Director of Human Resources.