

Personnel Records

This Policy

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Policy:

Wesley Woods Senior Living, Inc., safeguards the security and confidentiality of employee records. Employees who disclose information observed or heard without proper authorization will be subject to disciplinary action up to and including dismissal from employment. The observance of confidentiality also applies to the disclosure of information regarded as confidential within a department. The following are the guidelines for review of files.

Guidelines:

1. Employee personnel files are kept in secure areas in Human Resources and in designated areas in each facility.
2. All information contained in personnel files in the central file or in the facility file is considered the sole property of Wesley Woods and is treated as confidential. Contents of an employee's files may be viewed by designated Human Resources staff and the employee's current or prospective manager, supervisor or select administrative personnel.
3. Facility leadership and other senior Wesley Woods Senior Living, Inc., officials may review the personnel files of employees during the regular business hours of Human Resources
4. Human Resources is responsible for the release of all personnel related information. Providing employment related information to legitimate outside parties (such as for credit, housing, employment, etc) is handled within procedures which consider confidentiality, respect for the rights of the employee and the appropriateness of the need for the employment information.

Procedure:

1. A request from an active employee to review his/her personnel files will be handled through Human Resources. A Human Resources staff member will be present during the review of these files.
2. Former employees do not have the right to request to review their file.

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
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Last Date Reviewed: 09/01/07 Adair Maller, Director Human Resources*