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| <b>Hawkeye Area Community Action Program, Inc.</b> | <b>Policy # 226</b>   |
| <b>Access to Personnel Files</b>                   | <b>Page 1 of 1</b>  |
| APPROVED BY: Board of Directors                    | <b>Effective: April 1, 2003</b><br><b>Revised: September 22, 2016</b> |

## **Policy Statement**

HACAP maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance evaluations and salary increases, and other employment records. Personnel files are the property of HACAP, and access to the information they contain is restricted.

## **Standard Operating Procedure**

Generally, only direct line supervisors, management, auditors or monitors have access to personnel files of HACAP. Access is given if they have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in HACAP's offices and in the presence of an individual appointed by the Human Resources Department.

## **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.