

Hawkeye Area Community Action Program, Inc.	Policy # 227
Confidentiality of Personnel Records	Page 1 of 1
APPROVED BY: Board of Directors	Effective: April 28, 1983 Revised: September 22, 2016

Policy Statement

Personal information contained in the HACAP personnel files of present or past employees is confidential. It may be reviewed only under conditions, which guarantee protection of the rights of the HACAP and the individual.

Standard Operating Procedure

HACAP reserves the right to have Human Resources or an agency designee present at the time the employee inspects his/her personnel record contained in the official personnel files.

Access to a personnel record shall be limited to the given employee or his/her designee; members of the Board, counsel to the Board and others identified as part of the legal process; the direct supervisory line of the program in which the person is employed; the CEO.

Any person designated by an employee to act on his/her behalf must submit written verification of the employee's permission to examine the personnel record.

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.