

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 227</b>
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<b>Personnel Records</b>	<b>Effective: April 28, 1983</b>
	<b>Revised: May 25, 2023</b>
<b>APPROVED BY: HACAP Board of Directors</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 confidential and are considered the property of HACAP. Personnel files may be reviewed only under conditions which guarantee protection rights of HACAP and the individual.

### **Standard Operating Procedure**

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; and monitors/auditors as required.

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.

Employees shall, upon request, be given a copy of all documents in their file.

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.