



**Series:** HR- Personnel Records      **COA:** HR 7.03, 7.04,  
RPM 5, 6  
CFOP: NA

**Procedure Name:** Access to Personnel Records  
**Procedure Number:** HR – 2416  
**Revision #/Date:** NA  
**Effective Date:** 9/04

**Applicable to:** All CBCB Staff

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**SUBJECT:** Access to Personnel Records

**PURPOSE:** To ensure that personnel files are properly maintained with appropriate safeguards regarding access and confidentiality of Protected Health Information (PHI) and similar information that has restricted access. To provide for supervisors, hiring managers and employees access to employee files for review and to update and/or correct information contained in the file.

**PROCEDURE:**

References

(to be added as applicable)

**Guidelines**

1. Personnel Records for CBC of Brevard employees are maintained by the Chief Personnel & Administrative Officer or designee. These are the only individuals who routinely will update the employee's personnel file with required documentation.
2. Access to these records is restricted to authorized personnel on a need to have access basis.
3. Supervisors may review a personnel record of a direct staff member or of an indirect staff member who is an internal candidate being considered for a position. Supervisors can request to review the record at a mutually convenient time with the Chief Personnel & Administrative Officer. Supervisors will not add or remove documents from the personnel record and this review will be conducted in the presence of the Chief Personnel & Administrative Officer.
4. Supervisors will be permitted to review the employee's annual performance evaluations, corrective actions and/or disciplinary actions as well as the employment application and any letters of commendation.
5. Supervisors do not have access to the separate file containing personal, confidential, background screening or health related information.

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6. Employees are permitted access to their personnel records by requesting a mutually convenient time with the Chief Personnel & Administrative Officer.
7. The employee may review the file in the presence of the Chief Personnel & Administrative Officer but may not remove or add documents to the record. Upon request, a copy of a document in the file can be made for the employee.
8. In the event that an employee believes there is an error in the personnel file, the employee is afforded the opportunity to provide a memo on the perceived or real inaccuracy. Depending on the nature of the issue and the correction needed, this may be placed in the employee file immediately or may require further research to ensure the correction is warranted and appropriate. Additions and/or corrections are permitted in accordance with applicable law.
9. It is the responsibility of the Chief Personnel & Administrative Officer to research the issue with the employee and other related parties in order to achieve resolution. If the correction is determined to be warranted the change will be made and noted as a result of the employee review.
10. If the item is not found to be a mistake, the employee will be informed of the decision and the reason for it. If the employee is not satisfied with this response he or she may file a complaint utilizing the Employee Grievance Process.

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/5/09