

PERSONNEL RECORDS**SECTION 5.01****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURES:**

Records will be maintained in accordance with Human Resource policies and any questions should be directed to Human Resources.

Employee Responsibilities:

It is the employees' responsibility to keep their personnel information current. Employees must notify Human Resources, in writing, of any changes in at the least the following information:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents and Current Addresses (if necessary)
- Beneficiary Designations for Employee Benefit Plans
- Emergency Contact Information

Requests for Information:

Community Action will release personal information upon request of persons outside the agency only with written authorization from the employee. Only Human Resources may respond to inquiries verifying current or former employment with Community Action. Exceptions for legal, health and safety reasons may be made.

RESPONSIBILITIES:**Human Resources**

- A. Shall set up and maintain the personnel record file system according to the Board's policy and this procedure.
- B. Shall keep the personnel records locked when not in use.
 - A. Oversight of this procedure shall be the Chief Financial Officer.