

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Personnel Files

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Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



PURPOSE:

To ensure consistency in the contents and handling of employee personnel files and to recognize the individual's rights to privacy.

CONTENT OF FILES:

The Company shall follow the requirements of equal employment opportunity laws and other federal regulations regarding the collection of information from job applicants and employees. Only such employee information as is required for business or legal purposes should be maintained in personnel files and every effort should be made to protect the confidentiality of all information in personnel files. These documents may be filed electronically.

BENEFITS:

Each employee must notify the Human Resources Manager of any change in name, marital status, address, telephone number, dependents or other pertinent information as soon as practically possible and supply appropriate verification.

REVIEW OF RECORDS:

Administrators/Supervisors may review each employee's personnel file before his/her performance evaluation.

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ACCESS TO EMPLOYEE RECORDS:

Access to employee records is restricted to the following:

- HR Managers
- an individual employee's direct Administrator/Supervisor with a business need to know

EMPLOYEE ACCESS TO PERSONNEL RECORDS:

Advance notice of at least 24 hours should be given to the Human Resources Manager by any current or former employee desiring to review his/her file for file retrieval.

The HR Manager should immediately notify the Director of Human Resources of any former employee requesting review of his/her personnel file.

CURRENT EMPLOYEES:

Each current employee has the right to be given access to view a copy of his/her personnel records. An employee has the right to request a correction to any error in the file, ask for deletion of an item, or write a statement of disagreement with the item, all in the presence of the HR Manager.

This process may be initiated through the Conflict Resolution/Grievance procedure. However, the employee may not actually remove any item from the file. The HR Manager in conjunction with the Director of Human Resources is responsible for determining whether information challenged as inaccurate is actually inaccurate.

Records exempt from this inspection include job assignments or predictions of future salary and personnel planning information.

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FORMER EMPLOYEES:

A former employee may review his/her personnel file in the presence of the HR Manager. No copies of any items may be made by former employees unless requested by subpoena.

DISCLOSURE OF EMPLOYEE INFORMATION:

The Human Resources Manager may verify only dates of employment and job title. No other information should be released unless specifically authorized in writing by the employee.