

**Regulation(s):** | None  
**L-Tag(s):** | None

**POLICY:** Personnel records are maintained for job applicants, employees, and past employees in accordance with laws and regulations and in order to maintain documentation of the hospice’s hiring practices and employment related matters.

**PROCEDURE:**

1. Information in personnel records is restricted to the minimum amount necessary to protect the privacy of personnel while ensuring that accurate and needed information is maintained and retrievable.
2. Regular audits of personnel records ensure that required information is current and available in individual files. Medical information (Tb, Hepatitis, Physical, FMLA or other information) is maintained in a separate file from routine employment information.
3. Employees have a responsibility to make sure their personnel records are up to date and should complete a change of information notice if personal information changes during the course of employment.
4. Employees have the right to inspect their personnel records and to make copies of information contained therein. Sensitive or confidential information may be excluded from inspection. Employees must provide a written request to inspect their records and may only do so in the presence of a designated supervisor. If the employee feels his/her record is inaccurate, a written statement of disagreement may be included in the record.
5. Personnel records are confidential and maintained in locked file cabinets. Only authorized personnel may have access to the hospice’s personnel records.
6. When a request for a reference for past or current employees is received by the hospice, information may not be provided without the written consent of the employee and is limited to the employee’s employment dates and job title. Exceptions may be made to cooperate with legal, safety, and medical officials who have a need to know specific employee information.

|                  |                  |                  |                   |
|------------------|------------------|------------------|-------------------|
| <b>Created:</b>  | <b>Reviewed:</b> | <b>Revised:</b>  | <b>Effective:</b> |
| 7/18             | 2/19             |                  | 4/2019            |
| <b>Reviewed:</b> | <b>Reviewed:</b> | <b>Reviewed:</b> | <b>Reviewed:</b>  |
|                  |                  |                  |                   |