



PERSONNEL RECORDS

An employment record of each staff member shall be maintained by the Agency. The Director of Human Resources shall be the custodian of such records. While an employee has a right to access their own personnel records, they are prohibited from accessing other co-workers personnel records. The record shall include, but not be limited to, the member's job application form, performance reviews, resume, letters of inquiry/reference, termination or resignation letters, and other pertinent data. This material shall also be available to the staff member's supervisors, the Executive Director and The Human Resources Staff.

Each staff member has the right to review and obtain the contents of his/her personnel record. Such review may be accomplished by means of filling out a Personnel File Review Request Form with Human Resources and the request will be accommodated within five days. It should be noted that Personnel Records shall remain the property of Sunshine Village. Confidentiality concerning personnel records will be maintained by Sunshine Village with the exception of situations where Sunshine Village is required due to a subpoena or audit to provide information from the individual's Personnel Record.