


<i>Employee Human Resource Records</i>	PENNSSTATE HERSHEY  Milton S. Hershey Medical Center
Penn State Hershey Medical Center – Human Resources Manual	Policy Number: HR03
Authorized by: <i>Jane Mannon, Director of Human Resources Operations</i>	
Approved by: <i>Charles V. Wilson, Chief Human Resources Officer</i>	

POLICY

It is the policy of Penn State Hershey Medical Center (PSHMC) to treat employee Human Resources records on a confidential basis. Access to these records shall be restricted to the employee, management and supervisory personnel with responsibility for the employee, interviewing personnel and other authorized persons. An employee has the right to reasonable access to his/her personnel file maintained in the Human Resources Department. References for current or former employees are to be referred to Human Resources.

PROCEDURE

The particular reason for an employee reviewing his/her file shall be indicated in order to facilitate the review process and so that the documents may be made available to him/her. It shall take place during the hours in which the Human Resources Department is normally open for business. A Human Resources representative shall be present during the review of the employee's file. The employee may take notes of items that relate to his/her particular concern, but no removal of documents will be allowed.

STANDARDS

For purposes of reviewing one's Human Resources file, the term "employee" refers to any person currently employed by Penn State Hershey Medical Center including employees on authorized leaves of absence. "Personnel file" includes the employment application form, wage and salary information including promotion and other salary increases, performance appraisals, or notices of a disciplinary or warning nature. Excluded from review are letters of reference, interview evaluations, medical records and documents used in preparation of possible civil, criminal or grievance procedures. Relative to references on current or former employees, investigators are not allowed to visit various departments, interviewing supervisors or co-workers. On Penn State Hershey Medical Center campus, all on-site investigators shall be referred to the Human Resources Department for reference checks. Only the employee name, job title, dates of employment, and verification of salary shall be given by Human Resources unless the investigator has written authorization for release of further information.

The official record is maintained in the Human Resources Department and:

1. Employees have the right to request correction or removal of inaccurate, irrelevant, outdated, or incomplete information. The manager and Human Resources shall respond considering the nature of the information.
2. Employees have the right to submit rebuttal data or memoranda to their records.

When an outside agency (federal, state, county or other) requests information, that information shall be provided by Human Resources if the agency offers proof of legal right to information. If a request is made by such an agency and no proof of legal right is provided, the agency will have to use subpoena power to obtain the information, unless the employee authorizes the release.

APPLICATION

This policy applies to all Biweekly Paid Employees, Administration/Professional Staff and Residents.

PERSON RESPONSIBLE FOR REVIEW OF POLICY

Chief Human Resources Officer

Initial Effective Date:

July 1, 2000

Review date(s):

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