

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		560.1
Subject Title	Adopted	Last Revised	Reviewed
Employee Records and Access	3/6/02	4/10/17	3/15/05; 5/19/10; 2/13/14; 4/10/17

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Employee Records and Access

- 1.1 Upon request to review a personnel file, the Human Resource Director or his/her designee shall schedule a meeting with the employee at a time and place convenient to both parties.
- 1.2 Supervisors and Program Managers may request from Human Resource Director to access personnel files of those they supervise or as authorized by CEO or CFO.
- 1.3 Copies of personnel files shall not be made for current employees unless the employee can demonstrate that he or she is unable to personally review the record.
- 1.4 If a current or former employee requests a copy of his/her personnel file, that employee will be charged \$0.50 for each page copied, plus any mailing and/or other distribution costs.

Robert S. Lathers, Chief Executive Officer	Date		