Chapter Title	Chapter #		Subject #
Human Resources	HR		560.1
Subject Title **Employee Records and Access**	Adopted 3/6/02	Last Revised 4/10/17	Reviewed 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		