



Policy: Employee Personnel Records

Policy Number: F-8

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Approved By: <i>Mary Cataudella</i> V.P Human Resources		
Approved By: <i>James Grob</i> President, LibertyHealth		
Effective Date: 1/30/2008		1/30/2008
References:		

POLICY:

It is the policy of LibertyHealth that all information contained in an employee’s personnel file be treated with utmost confidentiality and made available to authorized personnel on a “need to know basis” only. LibertyHealth will verify current employment, job titles and dates of employment, and neither disclose nor seek information about current employees’, former employees’, or applicants without the expressed written consent of the individual involved. The exception to this can be found under “Guidelines,” in section two (2) below.

GUIDELINES:

- 1 The Vice President of Human Resources is responsible to ensure the security of personnel records. Such records will be maintained in the Office of Human Resources and/or the Nursing Department (for JCMC only).
- 2 With the exception of verification of dates of employment and job title, no information is released to outside agencies except as set forth herein. Pursuant to the Health Care Professional Responsibility and Reporting Enhancement Act (HCPRREA), (P.L. 2005, c. 83, effective October 30, 2005) health care entities are able to exchange certain information regarding health care professionals and to verify such information. Upon inquiry from a health care entity about a current or formerly employed health care professional, health care entities must provide the following information about that health care professional (see N.J.S.A. 26:2H-12.2c): (1) job performance as it relates to patient care based upon job performance evaluations; (2) eligibility for re-employment at the health care entity; (3) reason for separation for a formerly employed health care professional and (4) copies of any notifications and supporting documentation sent to the New Jersey Division of consumer Affairs (DCA), the medical practitioner review panel, a professional or occupational licensing board of the DCA within seven years preceding the date of this inquiry (see N.J.S.A. 26:2H-12.2a and 12.2b).
- 3 An employee has the right to review his/her personnel file, but must do so in the presence of a Human Resource employee. Such written request will be honored as soon as practical, but in no case more than three (3) business days after receipt of written request.

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The employee may review the full contents of his/her folder with the exception of pre-employment materials (i.e., references, interviewer's comments, etc.)

- 4 A Department Manager/Supervisor may inspect his/her employee's records in the Human Resources Department. The employee's immediate Supervisor and/or Department Head and/or LibertyHealth personnel who are considering the employee for promotion, transfer, reassignment, disciplinary action, or other personnel action are authorized to inspect the employee's personnel file.
- 5 Documents are not to be removed from an employee's personnel file. The employee may not write on any materials in the file.

For former employees, the following materials must be retained for a period of 7 years

- Employment application
- References
- All performance evaluations and/or competencies
- All disciplines issued prior to separation
- Any pension-related documents
- I-9 form
- Pay rate history record

All payroll records, located in the Finance Department are treated with the same confidentiality as the employee personnel files.

- 6 Requests for confidential information such as, W-2 earnings for mortgage and social service applications will be released only under written permission from the employee involved.
7. Requests for copies of any material contained in the personnel files must be reviewed by a Human Resource employee. An employee may obtain copies of those materials he/she would normally have received a copy of during the course of employment.

RESPONSIBILITY

Employee

Submit requests to review employee record using the attached request form

Adhere to the policy for all requests

Human Resources

Ensures security and/or confidentiality of personnel files.

Complies with employee's request for file review in a timely manner, as set forth above.

Assures that appropriate consent is secured before releasing information.

Completes requests for information in a timely manner.

Retains consent for release of information and copy of materials supplied

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Payroll

Assures security and confidentiality of payroll files and assigns security level of staff for access to payroll system.

Completes requests for information in a timely manner.

CONTROLS

The Vice President, Human Resources shall establish such controls as are necessary to ensure implementation of this policy.

Revised 1/30/2008



**Request form for the Inspection
of an Individual Personnel File/Records**

JCMC MHMC GH LLC Other Entity _____
(Please enter name)

EMPLOYEE NAME *(Print Last, First, Middle Initial)*

DATE OF REQUEST

REASON FOR REQUESTING FILE

SPECIFIC RECORDS TO BE REVIEWED

I understand that I am not to alter or remove any item from my personnel records; nor am I allowed to reproduce any document contained herein, except for such documents that I would receive copies of in the ordinary course of business though I may take handwritten notes; I further understand that I am subject to discipline should I violate the above conditions.

Employee's Signature

Date File Reviewed

HR employee present during review (print name and title)

(signature)

Revised 7/26/2007