

EMPLOYEE RECORDS

Employee Access.

A file for each employee is maintained by Human Resources. It includes the following information: your employment application/resume, performance appraisals, benefits information, education/training records, commendation and disciplinary records, position history, and other relevant items.

You may inspect your personnel file in the presence of a Human Resource Manager. The OBPA will entertain reasonable requests for copying your employee file.

References.

References for employees and former employees will be given only by the Human Resource Manager and will be limited to date of hire, job title and date of termination, unless written authorization is provided for the release of additional information.

Subpoenas and Court Orders.

Legal request for information from employee files will be honored, and the OBPA will inform staff members of such requests.

Updating Your Records.

The information in your file is used for pay, benefit, emergency contact, and performance appraisal/promotional consideration purposes. To ensure that these records are accurate, it is important that you keep us informed of the following changes:

- Name change (copy of new social security card required)
- Address change
- Telephone number change
- Emergency contact and phone number
- Educational accomplishments
- Change of beneficiaries
- Change in dependents (marriage, divorce, birth, death, children's eligibility)

Such changes should be communicated to the Human Resources as soon as possible.