# Policy: HR – Employee Records & Personnel Information & Status Changes

Purpose: To maintain confidential employee records.

## Policy:

It is the policy of [Company Name] to maintain up-to-date employee records.

### Procedural Guidelines:

Internal access to information regarding an employee is limited to authorized management team members. External access will be permitted only if required by law. Employees may review their records by appointment, upon written consent, and with the Human Resources manager present. Copies may be obtained if requested in writing. At no time should an employee’s personal contact information be shared with anyone, including the company’s own employees, without authorization by Human Resources.

Verifications of current and former employees will be referred to Human Resources. Only information verifying employment dates and position will be given. If authorized in writing by the current or former employee, other requested information may be given. It is up to the discretion of [Company Name] to answer questions regarding an employee’s performance, salary, or credentials while employed by [Company Name].

It is the employee’s responsibility to submit any changes including, but not limited to, name, address, email or phone number, dependent information, and tax exemptions to Human Resources so that all records remain current and accurate. All Changes to personal information should be submitted on a Personal Information Change form.

### Status Changes:

Employees wishing to change their employment status must complete the Status Change Request form to their manager or Human Resources. Once received, all requests will be considered, and the employee will receive a disposition within five business days.

### Associated Forms:

Status Change Request Form

Personal Information Change Form

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_