

PERSONNEL RECORDS POLICY

It is the policy and practice of Canvas Health to accept and retain employment data that is necessary for the accurate representation of an individual's employment history while employed with the organization; including but not limited to: payroll, medical, personnel, and leave documentation. All records will be reviewed and purged in accordance with legal regulations and organization retention standards.

Employees may review and/or receive a copy of their personnel record, upon written request, once every six months while employed at Canvas Health. Upon separation from employment, an employee may review their personnel record only once at any time within one year after separation.

GUIDELINES AND IMPLEMENTATION

Statute Compliance

Canvas Health fully complies with the Minnesota personnel records statute, Minnesota Statutes §181.960-181.966. Employees should consult the statute to further understand their rights under the law. Employees will also be made aware of the statute and their rights at the time of hire.

Personnel File Review

If an employee wishes to review his or her personnel record, please contact Human Resources in advance. A request to view personnel records needs to be submitted. A member of Human Resources will arrange for viewing of the file within five working days of the request; the viewing must be done in the presence of a Human Resources staff person.

If an employee has separated from employment, he or she may make a written request for a copy of his or her personnel record, and Canvas Health will provide it within seven business days. Canvas Health will not charge a fee for the copy.

Employees must immediately notify the Human Resources Department of any changes in their name, telephone number, home address, marital status, number of dependents, beneficiary designations and individuals to notify in case of an emergency.

Employees have the opportunity to dispute information that is contained in a personnel file and request that the information be removed. If there is a disagreement with the request to have the information removed, employees have the opportunity to include a statement that outlines their position.

Personnel Records

Personnel records are considered confidential and the property of the organization. Only those individuals with a legitimate business necessity will be given access to, or informed of, any portion of an employee's personnel records. The Human Resources Department will evaluate

the necessity for access to personnel records before access is granted.

Information will be given to non-organization personnel only in accordance with legal regulations and current personnel policies. All requests for such information, such as reference checks, payroll information and employment verifications, will be responded to only by the Human Resources Department.

Supervisors and other leadership staff may only access files of employees who presently work or have worked in the past (terminated employees) in their department, or of potential employees who may be considering transferring to their department. The file must remain in Human Resources during viewing. Certain situations may require removal of a file (example: unemployment hearings, legal inquiries).

HR Committee Review: 8/18/15

PRC Review: 9/9/15