

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-024

SUBJECT: Personnel Files

EFFECTIVE DATE: July 1987

Policy:

A permanent personnel file will be established for each employee on the date he/she is hired. Paper documents related to the Personnel files will be kept in a locked cabinet in the Human Resources Director's office. Electronic records are maintained in Paycom (the Payroll/HRIS platform).

Procedures:

1. Personnel files normally contain, but are not limited to, documents pertaining to the employee. Those include:
 - Job description
 - Staff training records-auxiliary
 - Attendance records-auxiliary
 - Employment and termination records
 - Salary and salary changes
 - Credential verification
 - Authority for deductions
 - Position changes
 - Letters of commendation
 - Performance evaluations
 - Written reprimands
 - Personal data changes
 - Non-solicitation agreement
2. Persons entitled to view employees' complete personnel records are: The employee, HR staff, directors, Administrator of Services, CEO, the employee's supervisor and indirect supervisor(s) and the persons the employee has expressly consented to allow to view his/her records. This would include prospective managers by way of the internal posting process. Finance staff will have access to any relevant Paycom benefit related information.
3. If the employee's personnel file contains any information which the employee wishes to amend or to rebut, the employee may provide a concise statement amending or rebutting the information in question to the Human Resources Director which will be placed in the employees' personnel file.

4. All medically related information will be kept in a separate system of files, and kept for the period of five years except for exposure incidents which will be kept for the length of employment plus thirty years.