

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION  
GRAYSON, KENTUCKY

BOARD POLICY NO. 517

SUBJECT: CONFIDENTIALITY OF PERSONNEL FILES AND EMPLOYEE PRIVACY RIGHTS

I. OBJECTIVE

- A. To define, for administrative and legal purposes, practices with regard to the confidential nature and treatment of personnel files and related information.
- B. To establish, for administrative and legal purposes, the Cooperative's rights and responsibilities, and employees' rights and responsibilities, with regard to personnel file information pertaining to each employee.
- C. To outline reasons why file data for personnel are kept confidential and why personnel should have an opportunity to review their file.

II. POLICY

- A. Personnel files are the property of the Cooperative. They may not be removed or copied by anyone without the express permission of the Cooperative.
- B. Information contained in personnel files is confidential and shall be treated as such. Improper disclosure of confidential information will result in disciplinary action, up to and including discharge.
- C. Central personnel files are in the official custody of the President & CEO. Access to central personnel files is restricted to the President & CEO, Manager of Finance and Accounting their direction, the Executive Assistant, Payroll Clerk or General Accountant.
- D. Other personnel file information, including that kept by the supervisors in desk files, and payroll, credit union and medical information shall be subject to the terms and conditions of this practice.
- E. Employee Rights
  1. Upon written request, employees shall be granted the opportunity to review their records during normal office hours and in the presence of the President & CEO or the Manager of Finance & Accounting. Such reviews shall take place at Cooperative Headquarters. The President & CEO may arrange other items and places for review as are convenient for the Cooperative. Instances of such access shall be documented and both the employee and the President & CEO or his/her designee shall sign and date the documentation.
  2. Subsection #1 foregoing does not apply to the records of an employee relating to the investigation of a possible or alleged criminal offense. Requests for such information shall meet the terms and conditions of Board Policy No. 115.
  3. No employee may remove or alter any information contained in his or her personnel file.
  4. An employee may insert a written statement of his or her own position concerning any information or matter contained in the employee's own personnel file with or to which he or she disagrees or objects and/or may file a written protest with the President & CEO requesting removal of such information. The President & CEO shall decide whether such contested information shall remain or be removed

F. Access Restricted

1. No employee may have access to the personnel file of any other employee except as follows:
  - a. Supervisors , with permission from the President & CEO.
  - b. President & CEO and Manager of Finance & Accounting may have access to the files.
2. Anyone having a right and need to obtain information in any employee's file shall obtain such information or be granted access to such file pursuant to procedures established by the President & CEO and in compliance with Board Policy No. 115.
3. Outside Inquiries: Inquiries from outside the Cooperative concerning personnel file data (verification of employment, credit checks, reference checks, etc., for both present and former employees) shall be referred to the President & CEO and Manager of Finance & Accounting or their designee.

G. Personnel Files To Be Locked

Personnel files shall be locked outside working hours and when no one is using them

H. Notice

Upon initial employment and thereafter at least annually, employees will be given notice of this policy.

III. RESPONSIBILITY

- A. President & CEO : The President & CEO shall be responsible for the overall administration of this practice.

  
Roger L. Trent, Chairman

  
Bill E. (Eddie) Martin, Secretary/Treasurer

Date Adopted:	2/21/86
Minute Book Page:	1554-1555
Date Revised:	01/24/97
Minute Book Page:	2863 - 2865
Date Revised:	10/28/04
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