

Beartooth Electric Cooperative, Inc.

EMPLOYEE RELATIONS POLICY NO. 508

1. SUBJECT: CONFIDENTIALITY OF PERSONNEL FILES AND EMPLOYEE PRIVACY RIGHTS
2. OBJECTIVE:
 - 2.1. To define administrative and legal practices regarding the confidential nature and treatment of personnel files and related information.
 - 2.2. To establish Beartooth Electric, Inc.'s (BEC) employee's rights and responsibilities regarding personnel file information specific to each employee.
 - 2.3. To ensure personnel file data is kept confidential and permit employees the opportunity to review their file and correct any errors.
3. POLICY:
 - 3.1. Personnel files are the property of BEC. They may not be removed or copied by anyone without the express permission of the General Manager.
 - 3.2. 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 termination.
 - 3.3. Personnel files shall be locked when authorized personnel are not using them.
 - 3.4. Personnel files are in the custody of the Accountant. Access to personnel files is restricted to the General Manager and the Managers.
 - 3.5. Employee Rights:
 - 3.5.1. Upon written request, employees shall be granted the opportunity to review their records, during normal office hours and in the presence of the General Manager, Accountant or the Manager. Such review shall take place at the location where the personnel files are maintained. The General Manager may arrange other times and places for review that are convenient for BEC. Instances of such access shall be logged and both the employee and the General Manager shall sign and date the log. This does not apply to the records of an employee relating to the investigation of a possible or alleged criminal offense.
 - 3.5.2. No employee may remove or alter any information contained in his or her personnel file.

3.6. Access Restricted:

3.6.1. No employee may have access to the personnel file of any other employee except as follows:

3.6.1.1. Supervisors may have access to non-HIPAA information contained in the personnel files of the employees who report to them.

3.6.1.2. The General Manager, Board Chairman, Accountant or the Manager and their delegates may have access to the files.

3.6.2. Anyone having a need to obtain information in an employee's file shall obtain such information or be granted access to such file pursuant to procedures established by the General Manager.

3.6.3. Inquiries from outside BEC (reference checks, etc., for both present and former employees) shall be referred to the General Manager or Accountant.

4. RESPONSIBILITY:

4.1. The General Manager shall ensure that the provisions of this policy are followed.

4.2. All supervisors are responsible for communicating this practice to employees reporting to them and for enforcing its provisions through the use of corrective disciplinary action as appropriate.

Adopted: 08/24/2012
Revised: 06/30/2015
Reference: LV Policy 508, BEC VI-A-8
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President