



Terms and Conditions for Employee Manual Clauses

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PERSONNEL RECORDS AND REFERENCE INQUIRY POLICY

Example 1

Employment and Personnel Records

Records of employment shall be kept in the Human Resource office, and may be accessed with permission from the Human Resources Director. Included in these records are periodic assessments of performance by supervisors. These assessments are available to each employee in order that they might learn how their behavior was reviewed.

Reference Inquiry Policy

The company reserves the right during the screening process to contact former employers of an applicant, provided applicant's written permission is secured. The company also reserves the right to decline requests to provide references upon an employee's cessation of an employment with [company].

Example 2

Personnel File

The Human Resources Department (HR) will have personnel files of all employees. We highly respect employee's privacy so all the personnel files, including the information and records that it contains, will be kept strictly confidential.

It is the employee's responsibility to contact the HR to change and update the information in their file, such as change in address or marital status. Employees should also inform the HR if they believe that any information

contained in the file is incorrect. Employee has the right to review their own personnel file, with a submission of request in writing in advance.