



Human Resources Policy:	2.01 Employee Expectations – Access to Employee Records
Approved By:	Administration
Last Reviewed Date:	April 6, 2021

Policy

SafeSource Direct will require employees to provide their most current address and home telephone number. Any change in name, address, telephone number, dependents, marital status or emergency contact information should be submitted to the local manager or administrator and forwarded to human resources so that employee records can be kept current.

Employee may be given reasonable opportunity, in the presence of their Manager/Supervisor or a Human Resources representative, to examine their own employee record regarding evaluations, benefits, records, and educational achievements; however, no duplicates or copies will be made without written permission of the HR manager.

Employees are not permitted to view the records of other employees.