



**POLICY:**

Chatham Area Transit Authority (CAT) respects the privacy of the personnel files and all employee files are considered confidential. Access to personnel files is restricted to Human Resources, officers, directors and managers on a "need to know" basis.

**POLICY SPECIFICS:**

Employees may view their own personnel file or obtain a copy during normal business hours after submitting a written request. Employees may request modifications of information contained in their records. Such requests should be submitted in writing to the property HR designee along with supporting documentation. The Company may make changes where appropriate, in its sole discretion. Employees may submit for inclusion memoranda stating their opinions regarding any documents contained in their records.

Unauthorized release of employee information will be cause for disciplinary action up to and including termination of employment.

**Access by Former Employees**

A request for review of personnel records of former employees is limited to those who have terminated service within the preceding 12 months prior to the date of the request, unless otherwise required by state law. Reasonable copying costs may be charged.

**Access Pursuant to Legal Process**

The Company will provide such records on employees as are covered by this policy to a municipal court, state or federal agency, arbitrator, union representative or other legal process in response to a proper request, subpoena or order. Where practical, the Company will notify the employee or former employee of the contents of the subpoena or order before supplying.

**Employee Responsibility**

Employees are responsible for notifying management of changes in address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and group insurance may be affected by these changes.

**APPLIES TO:**

All employees of Chatham Area Transit Authority.