

A PARTNER. NOT A CALL CENTER



- ✓ Employee Benefits
- ✓ HR Services
- ✓ Administration

"(They) Continue to impress me as incredible individuals and quality business people. A great example of how business should be operated and what good can be obtained from doing the right thing." **Wyomissing, PA**

Contact www.integrityservicesandsolutions.com
or call 888.963.3133 to learn how we can help.



CORE ELEMENTS

New flooring for your business or workspace is easy as 1-2-3!

- STEP 1** SELECT YOUR SPACE
Identify your business segment and view sample boards featuring high-performance flooring products, specially selected to satisfy your unique needs.
- STEP 2** CHOOSE YOUR COLOR STORY
Professionally-designed, mix and match color schemes suit your space, your style and one another!
- STEP 3** PICK YOUR PRODUCTS
We extend the manufacturer's warranty on each flooring option and streamline the selection to make choosing easy!

Core Elements: Quite possibly the easiest business decision you'll make today!

CHES-MONT CARPET ONE FLOOR & HOME

Route 724, Parker Ford, PA 19457

5 minutes from the Limerick exit of Route 422

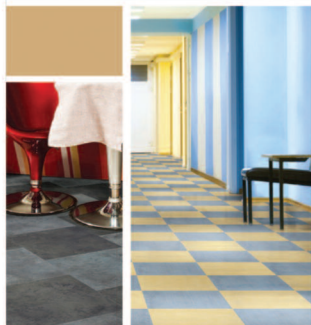
610-495-6211

www.chesmontcarpetone.com

LIC# PA0081672



FLOORING SOLUTIONS MADE SIMPLE



EMPLOYEE PERSONNEL FILE BASICS

PART II: STORAGE AND ACCESS



By Diane Shepler, Integrity Services & Solutions

In the previous article, we reviewed the basics of employee personnel files – what should and should not be filed in the personnel files. Items such as W4's, performance appraisals, applications and resumes are all to be maintained within the employee personnel file. Any document of a medical nature should not be contained in the employee personnel file. Rather, a separate employee medical file should be created to hold items such as doctor certificates, disability related documentation, and completed Family Medical Leave forms.

Now that you have the personnel and medical files created, how should they be stored and who should be granted access to them? Personnel records are to be maintained in a locked filing cabinet. The key(s) to the file cabinet must be managed and secured. The locked filing cabinet containing the employee personnel files should be kept in the Human Resource Department. If your company does not have a Human Resource Department, then the file should be maintained in the area of the employee who serves as the Human Resource Representative.

Employee medical files should be kept confidential and separate from the personnel files in a locked drawer.

Pennsylvania's Personnel Files Inspection Act allows employees the right to inspect portions of their personnel file. The employer may require the employee to make a written request to access the personnel file. The employer may also require a company official be present while the file is being reviewed. The employee does not have the right to remove the file, or to be provided a copy of the file; however, the employee may make notes regarding the content of the file. The employer may require the inspection take place on the employee's free time.¹

Medical records "may be revealed only to safety and first aid workers, if necessary to treat the employee or provide for evacuation procedures; to the employee's super-

visor, if the employee's disability requires restricted duties or a reasonable accommodation; to government officials as required by law; and to insurance companies that require a medical exam."²

In summary, both personnel and medical files are to be treated with confidentiality and kept secure. Employees have certain rights to access and review their personnel files. Access to personnel files are generally limited to the HR Department, the employee's supervisor and the employee.

¹ <https://www.job-discrimination.com/pennsylvania-personnel-file-inspection-act.html>

² <http://www.nolo.com/legal-encyclopedia/keeping-personnel-files-medical-records-confidential-29777.html>

ROUTE 422 BusinessAdvisor

Visit us online to view
valuable supplemental
content – **it's FREE!**



422bizmag.com

The UPS Store



We're here to help

Printing & document finishing • Packing & shipping • Fax services
Mailbox services • Postal products & services • Notary services

103 Park Lane
Douglassville, PA 19518
610.385.3500
store6828@theupsstore.com

Hours:
Mon - Fri 8:00 AM - 7:00 PM
Sat 10:00 AM - 4:00 PM
Sun Closed

Copyright © 2017 the UPS Store, Inc. 9439042117