

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	416
		Original Date	01/09/1984
	Department: Personnel	Revised Date	01/09/2014
	Employee Personnel File Information		

POLICY:

Information placed in an employee’s personnel file must be authorized by the Personnel Officer.

PROCEDURE:

1. Letters of commendation must be sent to the Personnel Officer for approval prior to the delivery to an employee.
2. All letters of endorsement or other information attesting to an employee’s education, past, or continuing education must be approved by the Personnel Officer prior to being admitted into the employees personnel file.
3. Information tracking the employee’s performance with the agency shall be placed in the personnel file.
4. Any information reflecting critically upon an employee shall be placed in the personnel file with the signature or initials of the employee, or signature of a witness that the employee has been shown the material.
5. Any other information released from an employee’s personnel file must have a written statement from the employee or past employee, stating their approval for the action other than:
 - A. Date of employment
 - B. Position title
 - C. Salary
6. Only the Personnel Officer or Personnel Assistant will provide personnel information.