



**Ke Kula 'O Nāwahīokalani'ōpu'u**  
16-120 'Ōpūkaha'ia Street  
Kea'au, HI 96749

# PERSONNEL PROCEDURES

## **PURPOSE**

Personnel file procedures ensure Nāwahī 's accurate handling of confidential personnel materials mandated by the State of Hawai'i. Implementing these procedures will assist in assuring that appropriate safeguards are established, ensure confidentiality and proper request procedures are being followed. A personnel file is a historical body of an employee's information from the date of hire to present. Anything that can be reasonably retrieved regarding a person's employment may be considered a part of the employee's record.

*Access to and handling of confidential personnel materials is limited to designated Administrators, SASA and Personnel Clerk*

## **FILES RETAINED IN HUMAN RESOURCE OFFICE**

**Employee information:** • resume • job description • performance evaluation • payroll processing forms • background checks • professional development trainings • transcripts • certificates • disciplinary

**Additional Information:** • special awards • certificates • commendations • resignation/separation letters

**Medical Information:** • emergency data • certificate of medical examination • request of leave • doctors notes • FMLA documents and all related material • Worker's Compensation records • Employer's Report of Occupational Injury or Illness • claim forms

## **PROCEDURES**

### **REQUEST FOR REVIEW OF EMPLOYEE FILE**

- I. Complete Personnel Information Request Form
- II. A time to view employee file will be scheduled between employee and HR clerk

*At no time are employee files allowed to leave the HR office*

*Files must be reviewed in the presence of a designated Administrator, the SASA or the Personnel Clerk*

### **REQUEST FOR PERSONNEL INFORMATION COPIES**

- I. Complete Personnel Information Request Form
- II. Indicate specific information needed, attach payment and submit to personnel clerk
- III. Document copies will be placed in your pahu leka, or via email, within 2 business days

### **CHANGES TO EMPLOYEE INFORMATION**

- I. Complete Personnel Information Request / Change Form
- II. Indicate specific information to be changed and submit to personnel clerk