**PERSONNEL RECORDS POLICY**

Isaac’s Deli, Inc. strives to keep accurate and up-to-date personnel records. Employee personnel files may include the following:

* Job Application/Resume
* Job Descriptions
* Records of participation in training
* Wage history
* Records of disciplinary action
* Records of commendations
* Documents relating to employee performance reviews, coaching and mentoring

In order to ensure accuracy of your personnel records, please notify your General Manager immediately of the following changes:

* Name
* Address
* Phone number
* Marital Status
* Dependent Status
* Tax Status

**Personnel File Access**

Personnel records are kept highly confidential and are not available to anyone outside of the company unless you have personally authorized the release, release is to an authorized governmental agency OR release is required by law.

An active employee, or an agent designated by the active employee may inspect his or her own personnel file. Requests to view personnel folders must be submitted in writing to Isaac’s Deli, Inc’S Human Resource Department and include either the purpose for which the inspection is requested or the particular parts of the personnel record they wish to inspect or have inspected by the employee’s agent.

Employees or designated agents who are granted access to their personnel file, will do so in the presence of a member of Isaac’s Human Resources department, at Isaac’s Corporate Office and during normal business hours. Personnel files or any part thereof will not be removed, copied or photographed. However, the taking of notes by the employee or designated agent is permitted.

Active employees or designated agents are limited to one inspection of their personnel file every calendar year, except where there is reasonable cause.

Employees or former employees who have been inactive for 30 days or more will not be granted access to their personnel file.