

## PERSONNEL RECORDS

Applicability: This policy applies to all Oak Hill employees.

Upon written request to the Human Resources Department, an employee will be permitted to inspect his or her personnel file. Such inspection must take place during regular business hours at Oak Hill's offices. An employee also has the right to copy any materials in his or her personnel file or, upon written request of the employee, Oak Hill shall provide a copy of all or part of the materials in such file. Oak Hill may charge a reasonable fee for more than one copy of each item in the file made annually.

Employees are required to update personnel records regarding any changes in personal information such as name, address and telephone number. In addition, if there is a change in marital status or number of dependents, the Director of Compensation and Benefits should be so notified as these changes may affect benefit coverages and payroll deductions.

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