

Access to Personnel Records by Employees

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§ 1. Policy

It is the policy of the Office of State Human Resources that employees are to have reasonable access to personnel and immigration records during business hours.

Copies can be made of item by the employee.

§ 2. Additions and/or Corrections

Employees may make corrections to such information as their home address, telephone number, W-4, NC-4, health insurance, NCFlex benefits, supplemental insurances, and the like during regular business hours

§ 3. Location

Employee personnel and immigration records are maintained in the OSP Personnel Office. These records are kept locked and are to only be accessed by authorized personnel.
