

RECREATION CENTERS OF SUN CITY WEST, INC.

POLICY STATEMENT – P4

Personnel Information Disclosure

General Information:

The Association is committed to providing equal opportunity in all phases of employment to all individuals. It is the policy of the Association to follow standardized established procedures for maintaining personnel records in order to manage its operation and comply with as stated by State-Federal requirements. Record keeping and reporting requirements.

Individual Personnel Information:

The Association strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. Each Employees personnel file and or salary information is considered "Confidential" and will not be released without a written request approved by the General Manager, on a need to know basis, and with the full knowledge of the individual.

Adopted: 05-12-92
Approved: 05-28-92
Approved: 05-27-99