

HUMAN RESOURCES MEMORANDUM 01-003	DATE ISSUED: 1/19/2001
SUBJECT: HANDLING EMPLOYEE MEDICAL RECORDS	REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The Department of General Services' Office of Human Resources, in accordance with ADA and EEOC mandates, has developed new procedures for properly handling employee medical-related documents. Effective immediately, all medical-related documents must be stored separately from Official Personnel Files (OPF) and properly secured in newly created Medical Folders within the OHR/CRU. This includes Health Questionnaires, Catastrophic Leave forms, NDI Option Letters, Doctor's Notes, etc. If medical-related information is attached to other non-medical documents, make a copy of the non-medical document and place it with the medical document in the employee's Medical Folder. Rule of thumb: if the document looks medical related, store it in the Medical Folder. **Supervisor files must also take corrective action to comply with this policy and not co-mingle medical related information with other employee files.**

Deviation from the above procedures constitutes a violation of ADA and EEOC mandates. It is everyone's responsibility to ensure any medical-related document is handled properly and discretely.

Questions regarding this memorandum should be directed to your assigned Personnel Analyst.

JINNY MUNRO, Manager
Program Improvement/Labor Relations

JM:TH

cc: Personnel Analyst
Personnel Services Specialists