



August



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It's not enough to just "know stuff." You have to be intentional about capturing data, sorting information and putting knowledge into action that offers benefits to your business. Kelley Loughrey, founder of Business Elements Consulting, will distinguish the differences, both positive and negative, of data versus information versus knowledge, explaining how each can impact your business.

Coming in September:

AssetHR E-Newsletter

Dear AssetHR Friends,

HR for Managers

[HR: Employee Personnel Files - Part 1](#)
[How should you respond if an employee requests access to their personnel files?](#)



Personnel records are the property of the employer. Therefore, you generally have discretion over whether to give employees access to their personnel files, unless a state law, court, or other government agency requires access. Federal law generally does not require you to give employees open access. However, many organizations desire to create goodwill and openness with their employees and therefore, allow current employees to view the contents of their personnel file. Your personnel files (also commonly referred to as employee files) should contain only objective and job-related information. The file contents should not surprise the employee which, if that happens, may unnecessarily create a feeling that they may have the basis for a legal claim.

For those of us in Minnesota, the following applies.

- With a written request, the employer is required to allow the employee to view the contents of their file not more than once every six months. After the employee leaves the company, they may request, in writing, a review of their file once per year for

Management Avenue: High Value Hiring

At AssetHR we talk about effective management in three basic steps; hire smart, manage well, and fire fair. Everything about a great working experience starts with the hiring process. Senior Consultant, Mary Blank Tillman, will help us recognize that even during times when you aren't hiring much or often, you do well to understand and follow solid principles.

Partner Spotlight:

Kelly Loughrey,
Business Elements
Consulting
Kelley works to ensure that you have the right mix of essential elements for your business success. Learn more about Business Elements Consulting.

as long as the company retains the file.

- The employer must allow a current employee the opportunity to view the file no later than seven (7) working days after their request. Up to 14 days is allowed if the file is located in a state different than where the employee is currently working.

Viewing of the file, by the employee, is done during normal business hours on company premises (or a reasonably nearby location) with the employer's representative present. After the review, and if requested in writing by the employee, a copy of the record may be provided.

- With respect to employees who are separated from employment, upon the employee's written request, the employer shall provide a copy of the personnel record to the employee. Providing a copy of the employee's personnel record to the employee satisfies the employer's responsibility to allow review as stated in bullet point one (1) above.

Check out our September newsletter for examples of what we find housed in an employee's personnel file.

Lead-er-ship

Increasing Your Awareness of Effectively Leading Your Own Ship

In our July newsletter, we asked you to ponder the following (from an unknown author) to see if you could come up with the answer.



I am your constant companion. I am your greatest helper or your greatest burden. I will push you onward or drag you down to failure. I am completely at your command. Half of the things you do, you might just as well turn over to me, and I will be able to do them quickly and correctly. I am easily managed; you must merely be firm with me. Show me exactly how you want something done and, after a few lessons, I will do it automatically.

I am the servant of all great men and, alas, of all failures as well. Those who are great, I have made great. Those who are failures, I have made failures. I am not a machine, though I work with the precision of a machine plus the intelligence of a man. You may run me for profit, or run me for ruin; it makes no difference to me. Take me, train me, be firm with me, and I will put the world at your feet. Be easy with me and I will destroy you. Who am I? The answer is: *I Am Habit.*

As defined by Dictionary.com; habit is:
An acquired behavior pattern regularly followed until it has become almost involuntary. As a leader (and remember, in some way - at some time, we all lead), the people around you pick up on your habits almost as involuntarily as you display them. Leaders who are appreciated are effective because they cultivate habits that benefit themselves plus others. Constant awareness and continuing personal development is the formula for creating habits that positively impact. Have you done an inventory on your habits lately?

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AssetHR | 7400 W 109th St | Bloomington | MN | 55438