

Employee Records

1.0 Policy

It is Ultra Tech's policy to maintain current and accurate payroll and personnel records necessary to the conduct of normal business operations. All employee data will be treated confidentially and in consistency with applicable federal (Privacy Act), state, and local regulations governing employee records. Release of this information both within and outside the Company is strictly controlled.

2.0 Scope

All current and previous employees

3.0 Guidelines

3.1 Changes

It is the employee's responsibility to provide Ultra Tech with accurate and current information regarding his/her name (as reflected on the individual's Social Security card), address, telephone number, education and skills, visa status and dependent status, etc., and to notify the Human Resources Department promptly regarding changes. This information is necessary for the proper processing and reporting of payroll and benefits.

Notification of changes in personal data should be directed to the Human Resources Department in writing and should indicate the date on which changes are effective.

3.2 Employment Verifications and Reference Checks

To ensure that all information released is accurate, authorized, and representative of the Company's position, and that all employees are treated fairly and consistently, all employment verifications and reference checks requests for current and former employees must be forwarded to the Human Resources Department for action. Human Resources will confer with supervisors for clarification of reference information as necessary.

Generally, the Company will provide only the date(s) of employment and the title of the position held. Additional information may be provided with the current or former employee's written authorization.

3.3 Access To Employee Files

Current employees may review their individual files. This may be done by contacting Human Resources to schedule an appropriate time for a file review.