

Title: Personnel Records
Policy Number: 121
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, and comply with government recordkeeping and reporting requirements.

Comments:

- (1) The County tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of County business or as is required by federal, state, or local law.
- (2) All official employee personnel records will be maintained in a centralized location in the Auditor's office unless otherwise approved by the Auditor. Department Heads shall submit all required employee personnel records to the Auditor's office for maintenance in the official personnel files. Department Heads may maintain administrative personnel files in their own offices, however all original official records shall be submitted to, and maintained by, the Auditor's office.
- (3) Employees have a responsibility to keep their personnel records up to date and should notify the Auditor's Office/Payroll Division in writing of any changes in at least the following:
 - (a) Name;
 - (b) Address;
 - (c) Telephone number;
 - (d) Marital status (for benefits and tax withholding purposes only);
 - (e) Number of dependents;
 - (f) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
 - (g) Beneficiary designations for any of the County's insurance, disability, retirement, deferred compensation plans; and
 - (h) Persons to be notified in case of emergency.

- (4) Personnel records are the property of the County and no information will be removed from an employee's personnel file by any person including the person about which the record is concerned. Employees requesting to review their personnel file shall make an appointment with the Auditor's Office/Payroll Division. Employees are allowed to make copies of the information contained in their personnel file at their own expense. An employee must provide written permission for any other person or persons to gain access to his/her confidential personnel records.
- (5) A copy of any report or record that reflects unfavorably on an employee that is to be submitted to the employee's personnel file shall be reviewed with the employee in person. The record or report shall be signed by the employee prior to it being submitted to his/her personnel file. In the event the employee will not sign the report, the Department Head shall so note on the report and shall then submit it to the employee's personnel file.

Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written statement of disagreement in the file.
- (6) Only Department Heads and Supervisor's who have an employment-related need-to-know for information about another employee may inspect the personnel file of that employee. Any of these reports or records may be made available to a court of competent jurisdiction only.
- (7) Any records generated as a result of post-employment medical testing or other medical records such as return to work slips received from attending physician, worker's compensation reports, FMLA, and other similar medical records, shall be kept in a locked confidential file separate from all personnel records. Only those who have an employment-related need-to-know for information about another employee may inspect the medical file of that employee. Medical files may only be reviewed with the approval of the Human Resources Director.
- (8) Employees should refer all requests from outside the County for personnel information concerning applicants, employees, and past employees to the Auditor's Office/Payroll Division or the Human Resources Department. Personnel information will be released only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information.

- (9) **Emergency Contact Information** Employees shall provide the Department Head with the following contact information to be used in cases of emergency.

Medical Emergency Contact Information:

Name of Contact, Address and related telephone number(s)

Natural Disaster – Employee Contact Information:

It is the responsibility of the Department Head to maintain an accurate employee listing if a natural disaster would occur and access to the courthouse and county records is restricted. In order to communicate with employees in disaster situations, the employee is required to provide the Department Head with current home telephone number(s), cellular telephone number(s), residence address and personal email address. The Department Head will ensure the privacy of this information and shall only utilize this information in emergency situations.

The Board of Supervisor's shall maintain an accurate listing of contact information for each Department Head.