

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 104
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AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: Personnel Files - Contents

I. **PURPOSE:** Guidelines to Contents of Employees Personnel File.

II. **POLICY:**

A. The contents of each employee's personnel file may include, at a minimum, the following:

- Job description
- Position's exempt/non-exempt status
- Job application/resume
- Job offer letter
- Employment contract/any agreement between the employee and the **employer**
- Signed acknowledgments including receipt of **employer's** policies and procedures, handbook, new employee orientation checklist, and related documents
- Enrollment documentation for **employer**-sponsored benefits
- Credit card, long distance calling card, and related agreements
- Emergency contact information
- Authorizations for release of information signed by employee
- Salary history record including rates of pay and other forms of compensation
- Employment history of positions held including promotion(s), demotion(s), transfer(s), layoff(s), termination(s)
- Training/education records including college transcripts
- Performance evaluations
- Performance improvement plan, letters of instruction, reports of coaching/counseling session
- Documentation of oral reprimand(s), written reprimand(s), disciplinary notice(s) and document(s)
- Wage Attachment, Garnishments, Child Support Orders any Court Order.
- Letters of recognition, commendations, congratulations
- Separation checklists
- COBRA notice
- Exit interview (unless confidentiality was guaranteed)

The personnel file should NOT include any of the following:

- Grievances or the responses thereto
- I-9 immigration form and supporting documents
- General correspondence
- Any document which describes a medical or psychological condition of the employee or any other individual. (Medical and related documents must be kept

in a separate, locked file to which access is strictly limited to those in a business “need-to-know” position.)

- Investigation reports and supporting documents
- Employment examination results (written and/or oral testing)
- Employment interview questionnaires and supporting materials (including documentation of remarks by oral examiners)

B. Maintenance of Personnel Files

The **employer** shall maintain a master personnel file for each employee. An employee’s supervisor or manager may elect to maintain a duplicate copy of the documents; however, this does not supersede or eliminate the **employer’s** need to maintain the master personnel file for each employee. At the time of hire, each new employee will complete all government-required documentation, all **employer**-required documentation, and when applicable, documentation pertaining to such matters as benefit plans enrollment and beneficiary designations. Where required, the employee is responsible for providing a copy of his/her driver’s license or other required license or certificate. Additionally, an employee must notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver’s license, permit, or other license or certification required for the performance of his/her assigned job.

C. Employee Access

An employee may view the contents of his/her personnel file upon verbal or written request to the Personnel Office. All inspections must be conducted in the presence of Personnel Staff. An employee may request copies of any or all documents in his/her file, but may not remove any documents from the file. The employee must file a written requests for copies of any document in his/her file and the Personnel Office shall fill the request within (10) working days. The **employer** will provide only one (1) set of copies to the employee without charge per year. If the employee needs additional copies, s/he will be required to pay for them.

D. Negative Information

The **employer** shall not put negative or derogatory material in an employee’s file unless the employee has had a reasonable opportunity to review the material beforehand. The **employer** will require the employee to sign such material to acknowledge they have reviewed and not necessarily agree. If the employee refuses to sign such material, the **employer** may place it in the employee’s file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee’s refusal, and should co-sign the entry along with the originating supervisor.

Written warning letter corrective or disciplinary action shall remain in the employee’s personnel record for a minimum period of eighteen (18) months, after which the warning letter maybe removed from the employee’s service record upon the written request of the employee, consultation with the supervisor, and approval of the Personnel Officer.

A Suspension shall remain in the employee’s service record for a minimum period of twenty-four (24) months, after which the suspension may be removed from the employee’s personnel record upon the written request of the employee and approval of the Personnel Officer.

Suspensions imposed for violations of Title VII or for violations of safety rules, regulations, laws and/or procedures shall not be removed from the employee's personnel record.

E. Employee Information Submitted

Statements by an employee submitted in rebuttal to adverse material placed in his/her personnel file will be included in the employee's personnel file. The **employer** may place other information submitted by the employee in the personnel file if the **employer** finds that such information is relevant to the employee's work history with the **employer**.

Any employee under this policy, upon reviewing his/her personnel file who finds inaccurate or misleading material, may prepare and present to the employee's supervisor and Personnel Officer a clarifying statement pertaining to the document in question requesting removal of said document from his/her personnel file. Consultation with and approval from the supervisor or Personnel Officer is required prior to any action to remove material from a personnel file.

F. Verification of Employment

Upon a request for verification of employment, the **employer** will provide only dates of employment, base salary, and job titles. The **employer** will not give out an employee's address or telephone number without proper authority; i.e., a written release signed by the employee, a court order, or a subpoena.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.