

SECTION IV - ADMINISTRATION

A. Administration of Policies: The day-to-day management of personnel activities and operations within the county is the responsibility of the elected officials, appointed department heads, and/or human resources personnel, who are responsible for assuring the effective administration of all policies and procedures. The Board of County Commissioners, elected officials, appointed department heads, and/or human resources personnel shall coordinate and manage all aspects of the personnel management system and enforce all policies and procedures which shall include, but not be limited to:

1. The administration of the classification and compensation plans
2. The administration of a system of employee performance management
3. Notification of vacancies, recruitment and selection processes
4. Procedures involving the training and disciplining of employees
5. Maintenance of all personnel records and actions
6. Promotions, demotions, suspensions, and separations
7. Reassignments and reclassifications
8. Make reasonable and practical interpretations in the absence of precedent regarding the meaning and intent of policies, procedures, etc.
9. Other actions as prescribed by county rules, regulations, policies, and procedures

B. Official Personnel Records:

1. It is the policy of the county to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.
2. The county strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary to conduct county business or which is required by federal or state law or county ordinance.
3. Human resources personnel is responsible for overseeing the record keeping for all personnel information and will specify what information should be collected and how it should be stored and secured. Department heads/elected officials shall maintain the official personnel record. According to law, all medical files shall be maintained separate from other personnel records.

4. Employees have a responsibility to make sure their personnel records are up to date and should notify the department head/elected official or human resources personnel 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, and retirement plans
 - h. Persons to be notified in case of emergency
5. Personnel records shall contain, as appropriate:
 - a. Record of application for employment and employment eligibility certification (Form I-9)
 - b. Reference to transcripts of academic preparation
 - c. Performance evaluation ratings
 - d. References to any formal reprimand, corrective action or commendation
 - e. Records of actions affecting employee salary, status, or standing
 - f. Leave records
 - g. Any other information felt to be pertinent by the department head/elected official, human resources personnel, or the employee
6. The county will, upon written request, supply the employee with a copy of any document it places in the employee's file.
7. An employee has the right to review the contents of his or her personnel record, with reasonable notice, as governed by law and may challenge any information contained in the official personnel record, but may not remove any of its contents. All challenges must be directed to human resources personnel and/or department head/elected official.
8. If a disciplinary action is rescinded or disapproved upon appeal, all forms, documents, and records pertaining to the case shall be removed from the personnel record and destroyed.
9. Personnel records are private data and available for review only to the employee and users authorized by law or as determined by human resources personnel to have a legitimate "need to know." A log or record of those reviewing personnel records and information shall be

maintained together with the reasons for access to the records. All reviews of personnel records shall be done in the presence of human resources personnel or designee.

- C. Requests for Information: Information and records management shall be conducted in a manner consistent with state law and Government Records Access & Management Act (GRAMA). When completing requests for verification of employment; names, gender, gross compensation, job titles, job descriptions, business addresses, business telephone numbers, numbers of hours worked per pay period, dates of employment, relevant education, previous employment, and similar job qualifications of present employees shall be treated as public information. Such requests or inquiries should be directed to human resources personnel or designee. The actual net salary of the employee is confidential information. When providing information on previous employees for a reference check, the county's response shall be limited to the same information as provided for an employment verification. Under no circumstances shall character judgments be issued.
- D. Records Retention: All active employee files shall be kept up to date and the content of the file must be relevant to some aspect of current employment and work history. Generally all records related to inactive or terminated employees shall be retained for seven (7) years following the end of the year to which they relate. For complete and accurate records of all medical examinations required by law and records of any personal or environmental monitoring of exposure to hazardous materials, such records are required by OSHA to be retained for 30 years.
- E. Savings Clause: If any provision of these policies and procedures or the application thereof are found to be in conflict with any state or federal law, the conflicting part is hereby declared inoperative to the extent of the conflict, but such conflict shall not affect the operation of the remainder of these policies and procedures or any of its applications.

