

16.0 PERSONNEL FILES

16.1 GENERAL PERSONNEL FILE POLICY

Human Resources maintains personnel records. Medical records are filed in a confidential file maintained by Human Resources or their designee.

Information in an employee's personnel file is public information and subject to open records requirements. No information from any record placed in an employee's file will be communicated to any person or organization except by Human Resources or by an employee authorized to do so by the Commissioners Court.

Each employee may choose whether the County disclosed the employee's home address, and telephone number to the public on request. If a new employee does not request confidentiality within the first 14 days of employment, the home address and telephone number on file are considered public information. However, employees may change their election for disclosure or confidentiality at any time. A form for designating this information as confidential or public is available from Human Resources.

An employee or their representative designated in writing may examine the employee's personnel file upon request during normal working hours at the County offices. An employee may not remove anything from their personnel file.

When a supervisor requires access to the personnel file of an employee under their supervision for the handling of personnel matters, the supervisor must obtain authorization from the supervising Elected Official or Department Head.

Employees must inform Human Resources of any changes in or corrections to information recorded in their individual personnel files such as home address, name change, telephone number, person to be notified in case of emergency, or other pertinent information.

An employees' official personnel file may contain the following:

- An employment record form summarizing the employee's history with the County
- I-9
- W-4
- A copy of the employee's application for employment;
- A copy of the court order for appointees;
- Signed copies of the employee's ACKNOWLEDGEMENT(s) of having received a copy of the Personnel Policies Manual and any other policy related materials;
- Employee's job description(s) and ACKNOWLEDGEMENT of having received a copy of the job description;
- Election to Disclose of Personal Information;

- Personnel Action Form (PAF);
- Retirement application;
- Records of any citations for excellence, awards for good performance, or job-related training/education;
- Records of any disciplinary action(s);
- Copies of any grievance and related materials;
- Any other pertinent information having bearing on the employee's status; and
- Any written statements from the employee explaining, rebutting, or clarifying other items in the file.

An employee's personnel file does not contain information regarding an employee's medical record(s), nor does it contain any information relating to drug or alcohol testing. These medical files are confidential and are not released to anyone unless a "need to know" has been clearly established. Only Human