

## 16.00 PERSONNEL FILES

**16.01 GENERAL.** Permanent records pertaining to employment, benefits, time and attendance, payroll, resignation, and unemployment are maintained in the official files of the Human Resources office. Other personnel records may be maintained by the appointing elected official or department head.

Information in an employee's personnel file is public information and must be disclosed upon request unless specific items are excerpted from disclosure by law. No information from any record placed in an employee's file will be communicated to any person or organization except by the appropriate elected official or department head or by an employee authorized to do so by the appropriate elected official or department head.

Each employee may choose whether the county discloses 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, with the exception of certified law enforcement officers whose addresses and telephone numbers are not public information. Employees may change their elections for disclosure or confidentiality at any time. A form for designating this information as confidential or public is available from the Human Resources office.

An employee or his or her representative designated in writing may examine the employee's personnel file upon request during normal working hours at the county offices. The employee may request copies of items or materials in his or her personnel file but may not remove anything from the file.

When a supervisor requires access to the personnel file of an employee under his or her supervision for the handling of personnel matters, the supervisor must obtain authorization from the elected official or department head.

Employees are expected to inform their supervisors and the Human Resources office of any changes in or corrections to information recorded in their individual personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information.

*(Legal Reference: V.T.C.S., Article 6252-17a)*

**16.02 PERSONNEL ACTION FORM.** The Personnel Action Form is the official document for recording and transmitting to the personnel file each personnel action. This form is used to promote uniformity in matters affecting:

Employment Category

Position Title and Classification

Pay Group and Rate

Actions Affecting the Employee's Status

The Personnel Action Form is completed prior to the employee's first day of work and again when there is any change in his or her status which relates to employment or benefits. No initiation, deletion or alteration of payroll for any employee may take place until a completed Personnel Action Form has been properly submitted, approved and forwarded to the Payroll Department. Each Personnel Action Form becomes a permanent part of the employee's personnel file, and a copy is given to the employee.

**16.03 CONTENTS OF PERSONNEL FILES.** An employee's official personnel file contains:

An employment record;

A copy of the employee's application for employment/resume;

I-9 form;

A signed copy of the employee's acknowledgment of having reviewed a copy of the Personnel Policies Manual and the job description for the position him or her currently occupies;

Employee's job description(s);

Election to Disclose or Keep Confidential Home Address and Home Telephone Number Form;

Employee Benefits Enrollment Forms, if applicable;

Copy of Social Security card/(and Drivers License, if applicable);

Personnel Action Forms;

Records of any citations for excellence, awards for good performance, or job-related training/education;

Records of disciplinary action(s);

Performance evaluations;

Copies of any grievances and related materials;

Any other pertinent information having a bearing on the employee's status; and

Any written statements from the employee explaining, rebutting, or clarifying other items in the file

An employee 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 the Human Resources Supervisor (and, in some instances, the Health & Safety Officer) has routine access to employee medical records.

*(Legal Reference: U.S. Americans with Disabilities Act of 1990)*

**16.04 LEAVE RECORDS.** Official records of the availability and/or accrual and the usage of applicable leaves are kept for each employee by the Human Resources office. Leave records are updated at the end of each pay period. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. It is the responsibility of the appropriate elected official or department head to provide this information to the Human Resources office.

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