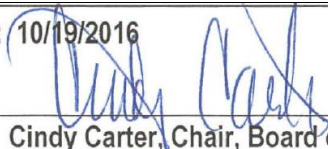


Grant County Personnel Policy

DATE ISSUED: 10/19/2016	EFFECTIVE DATE: 10/19/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-17-16 Date Signed
LAST REVISED: 04/16/2015	CONTACT: Human Resources

412 – Personnel Records

- 412.1 Personnel records will be kept reasonably confidential. Employees, their supervisors, anyone above the employee, individuals in their reporting structure, or anyone else on a need to know basis – such as the County's attorney to represent the County in a grievance, etc. – and the Human Resources department shall have access to the employee's personnel file. Personal information such as medical records is confidential and is maintained in a separate file. Authorized personnel in the Human Resources department, other persons on a need to know basis, and Payroll personnel will have access to these records in accordance with the law or by court order.
- 412.2 Employment information may be released in accordance with the law. Employment dates, position and salary are examples of information which can be released. Additional information may be released as specifically authorized by the employee in writing or as otherwise required by law.
- 412.3 An employee is requested to notify Payroll whenever there is a change in his or her name, address, telephone number, emergency contact information, marital status, or number of dependents. Lack of notification may result in the loss of service or benefit. In certain instances, official documentation must be submitted with these changes. Questions may be directed either to Payroll or to the Director of Human Resources.