



PERSONNEL RULES AND REGULATIONS

RULE 14: <i>Records and Reports</i>	APPROVED: REVISED:
REGULATION 3: <i>Human Resources Records</i>	Pages: 1 of 2

Section 1: Introduction

The Human Resources Department shall be the record-keeper of all civil service and employment records, not of a payroll nature, for the classified service. Department Heads may maintain administrative personnel files in their own offices, however all official (original) records shall be transmitted to the Human Resources Department for safekeeping.

Any private health information, such as FMLA or doctor's notes, shall be kept separate from the civil service file in a confidential medical file in the Human Resources Department.

Civil service or employment records include, but are not limited to, applications, examinations/tests, interview notes, background checks, performance evaluations, disciplinary documents, grievance forms, benefit documents, or any other document, paper or electronic, essential to the operation of the Human Resources Department and necessary to protect the rights and interests of employees and applicants.

The County Clerk's Office, Payroll Division, shall maintain records related to payroll including, but not limited to, deduction authorization, tax withholding forms, timecards, and other payroll-related documents.

All employee records received and maintained in the Human Resources Department shall be considered confidential, except as otherwise provided for in the PRR or by law.

Employees are to report all changes in residence, name change*, and contact information by submitting a "Change in Personal Information" form as soon as reasonably possible.

*Name change requires legal documentation, including proof of name change with the Social Security Administration.

Section 2: Accessibility to Records

Due to the confidential nature of the information contained in personnel files, access shall be strictly regulated.

- A. Personnel records are the property of the County and information will not be removed, destroyed, or transferred from an employee's civil service personnel file by any person except as provided by the PRR, collective bargaining agreements, or applicable statute or law.
- B. Members of the Human Resources staff have access to all classified service records. No records will be removed from the office without permission of the Human Resources Director.



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- C. Department Heads shall have access to personnel files of their employees. They may authorize their management staff to review their employees' personnel files upon written request.
- D. Department Heads shall have access to performance-related documents for those employees posting for a job in their department.
- E. Employees may inspect their official civil service personnel file during work hours. Employees are allowed to make copies of the information contained in their personnel file. Separated employees may request to view their civil service personnel file. Such review will be permitted within the time parameters as required by law, and copies will be subject to reasonable copy fees.
- F. The Human Resources Department may require the issuance of a subpoena for third parties to obtain access to personnel files unless otherwise authorized by law.
- G. Authorized federal, state, and local agents conducting investigations will be granted access to necessary personnel records upon presentation of proper identification and approval of the Human Resources Director.
- H. Attorneys representing employees may be granted access to their personnel file upon the employee's written release and approval of the Human Resources Director.
- I. Employees must provide written permission for any other person or persons to gain access to their confidential personnel records.

Section 3: Retention of Records

Records shall be retained for the length of time as specified by state and federal statutes/regulations. The Director of Human Resources shall establish retention schedules for Civil Service and Human Resources department records not subject to state and/or federal statutes.

Section 4: Release of Information

Applicant information may be released in accordance with provisions of Nebraska Statute §84-712. Other information being requested by interested parties shall be subject to review and may be released upon consultation with the County Attorney's Office. However, in no instance will information be released pertaining to social security number, home address, home phone number, cell phone number, emergency contact information, and date of birth unless specifically required by law.