



HUMAN RESOURCES DEPARTMENT

Personnel File Review Policy

All paper-based documents related to Mendocino County's personnel record system are kept in secure, locked files in the Human Resources Department. These files are accessible only to authorized Human Resources Department staff, County Counsel, and the employee's current department manager and/or supervisor. In addition, Risk Management staff with regard to Worker's Compensation or Return to Work issues, will be granted access to employee's files. Retirement staff may review employment history of employees considering retirement with signed authorization from said employee. Hiring managers and supervisors may review the files of employees certified to them with signed authorization from the certified employee. Union representatives may review employee files with signed authorization from the employee, per MOU. Employees also are granted access to their personnel files and records in accordance with the access procedures outlined below. All personnel files and records must remain in the Human Resources Department at all times.

All medical information relating to an employee is kept in the separate Medical Records System files maintained by the Human Resources Department. Access to these secure, locked medical files is tightly controlled. Ordinarily, medical information about an employee is supplied only to the worker's designated physician in accordance with the worker's written specific request, or to Risk Management staff with regard to industrial injury issues.

All employees can review the information contained in their own personnel file. The Human Resources Department reserves the right to limit the number of times an employee can access his or her file during a 12-month period.

A Human Resources staff member must supervise all reviews of personnel files and no documents may be removed without prior approval.

If an individual with an authorized need to know requires copies of the information in the employee's personnel file, the Human Resources Department makes these copies available on written request. Employees are entitled to receive a copy of any employment related document he or she has signed. The first three requested copies are free with each copy thereafter costing 10¢ each.

County Counsel will review all subpoenas relating to personnel file copy requests.

All managers, supervisors and other authorized employees of Mendocino County must sign the official personnel file log maintained by the Human Resources Department as well as the log contained in the file for recording all access to or reviews and receipts of personnel file information.

Human Resources staff members may not review, add, or delete documents from their own personnel file. Another Human Resources staff member must be present for the review or to process the necessary filing.