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EMPLOYMENT RECORDS POLICY 120

1. PERSONNEL ACTION FORMS REQUIRED

County Officials are responsible to ensure that all personnel actions are properly documented and approved. Personnel actions include but are not limited to hiring, promotion, demotion, transfer, separation, step increases, performance evaluations, reclassification, discipline, discipline involving loss of pay, and leaves of absence other than vacation or non-FMLA sick leave.

Personnel actions, when required, should be completed at least two weeks in advance of any anticipated action. The completed form, signed by the County Official or his designee and the employee, shall be submitted to the Human Resource Office for approval.

2. PERSONNEL FILES

An employee's personnel file is the County's permanent record of that individual's personal data and employment history, and as such, it must be accurately maintained and treated confidentially. The official personnel files for all employees remain solely in the custody of the Human Resources Office. The official payroll files remain solely in the custody of the Auditor. County Officials and supervisors may retain a working file for purposes of monitoring performance and salary information.

Personnel data contained in the file (e.g. addresses, phone numbers, and performance evaluations) are only accessible to the employee's direct supervisor and the County Official within the employee's department. For purposes involving transfers or promotions, supervisors and County Officials in areas with position openings are provided access to the personnel files of employees who have requested transfers or promotions, providing that such access is approved by the Human Resources Office.

2.1 Employees Responsible To Notify County of Changes

Employees are responsible for immediately notifying their County Official of any change in their personal status, including any change of name, address, telephone number, insurance dependents and beneficiaries, co-insurance and/or dependent coverage, tax status or person to contact in the event of an emergency. Maintenance of an employee's payroll status, insurance coverage and other benefit entitlements (e.g. retirement plan enrollment) are dependent upon the existence of accurate information in the file.

2.2 Contents of Personnel File

Employees shall be advised when a document is sent to their personnel file. An employee who disagrees with information in her/his file may send a statement of correction or rebuttal to the file within thirty (30) days unless superseded by a labor contract or civil service rule. All correspondence between an employee and supervisor sent to the employee's file shall be signed by both parties to ensure that both have seen the document.

2.3 Review of Personnel File

Employees may review their personnel files, provided a representative of the department with whom the file is maintained is present. Employees who wish to correct information in their file which they feel is erroneous, may submit such a request in writing to the County Official.

2.4 Records of Disciplinary Action Permanent

All records of disciplinary action maintained in personnel files are permanent and may not be removed.

2.5 Public Disclosure Of Personnel Files

All requests for information from an employee's or former employee's personnel file must be first presented to the Public Disclosure Officer.

Personnel files are exempt from disclosure under the provisions of Title 42 of the Revised Code of Washington, if disclosure would constitute an unreasonable invasion of privacy.

Any person seeking disclosure of material that would constitute an unreasonable invasion of any employee's privacy shall have the burden of showing that public disclosure would not constitute such an unreasonable invasion of privacy. In any event, no information in any employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request.

The decision whether to disclose the requested information shall initially be made by the appropriate County Official or the Human Resources Office. An adverse decision may be appealed in accordance with the County's Fair Treatment Policy.

Procedure

All employment verifications must be directed to the Human Resources Office. All requests must be in writing and signed by the affected employee, authorizing release of information.

Work reference requests, both for present and terminated employees, must be in writing and signed by the employee, authorizing release of information.

3. TRAINING RECORDS

The employee's Department maintains training records on every Department employee. These records document completion of required and elective training. The employee's Department is responsible to properly train its employees. Records of training document the County's efforts to ensure that training is current and sufficient. These records also serve to reduce both the County's and personal liability of employees.

Training records may also be used as part of employee performance measurement and as part of the competitive promotional process.

3.1 Training Records to be Maintained

The employee's Department is responsible to maintain employee training files. As resources permit, files may be maintained in electronic and/or paper form. Training files are maintained in accordance with the State records retention requirements.

3.2 Employees Required to Document Training

Employees are required to submit records of training through their supervisor to the County Official. Documentation may consist of a copy of a certificate of completion, or a signature on a roster if the training was sponsored by the Human Resources Office. Documentation of completed training is required to be submitted within ten (10) working days of receipt of training documentation.

4. MEDICAL RECORDS CONFIDENTIALITY

Pend Oreille County will obtain, maintain and retain employee medical information only as required by statute, ordinance or regulation, or based upon a legitimate business necessity. To assure and maintain absolute confidentiality of these records, Pend Oreille County adopts the following guidelines:

As an independent part of the employee personnel files, a separate confidential file will be established for each employee for the purposes of storing medical related information. Employee medical files shall be maintained in a locked file cabinet in the Human Resources Office.

5. REFERENCE CHECKS

Inquiries from outside the County regarding job reference checks of former employees, and employment verification checks of present employees, should be referred to the Human Resources Office. An employee's permission to release any information must be secured prior to the release of any such information.

It is the County's policy to protect the individual's right to privacy by limiting the information provided to facts concerning positions held, dates of employment, and documented performance history. Requests for references concerning an individual's technical capability or potential should also be treated in this manner.

6. PAYROLL CERTIFICATION

Payroll staff in the Auditor's Office shall audit payrolls and certify that the persons named therein have been appointed and are employed in accordance with County policy.

7. ATTENDANCE RECORDS

Payroll sheets serve as an accurate record of the time for which each employee is paid wages and overtime. All time spent on authorized leaves of absence, including vacation, sick, compensatory

time, administrative or general leave is expected to be accurately recorded on leave requests. Personal time spent in County offices outside regular working hours should not be recorded.

Salaried positions designated exempt under Fair Labor Standards Act shall be subject to pay docking for full and partial-day absences not subject to the approved use of accrued leave.

7.1 Employee Required to Certify and Submit Attendance Record

Semi-monthly payroll sheets are provided to each employee. Each employee is responsible to properly record time worked, leave taken, and absences, sign the document certifying accuracy, and submit the form in a timely manner as required by that department. By signing the document, the employee certifies that the document is an accurate statement of all hours worked and/or absent. The payroll form becomes the official time record of the County.

7.2 Supervisor to Review

The County Official or his designee shall review the employee's payroll sheet, cause improper records to be corrected, and sign the payroll sheet. The payroll sheet shall then be submitted to payroll on or before the payroll cut-off date.

7.3 Departments Responsible to Maintain Procedures for Timely Submission

Each County Official shall maintain internal processes to ensure that payroll sheets are completed, checked and submitted in a timely manner, including provisions for timely submission in the case of absence of the employee or a supervisor.

Failure of the employee or supervisor to submit payroll sheets in accordance with department procedures or improperly completed payroll sheets may result in the employee receiving only base pay and subject the employee or supervisor to disciplinary action.

7.4 Falsification of Payroll Record

Deliberate falsification of time or payroll records is considered theft and will subject the employee to disciplinary action up to and including termination. Deliberate falsification may also subject the employee to criminal action.

Any employee who is pressured by a supervisory or management employee or directed to perform work without recording such hours is required to immediately notify the Human Resources Office.