

H. EMPLOYMENT RECORDS

GENERAL POLICY

It is the policy of Scott County that records containing information relevant to the employment history of each County employee be maintained in the County Human Resources Department electronic filing system.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

CONFIDENTIALITY OF EMPLOYMENT RECORDS

All employee records maintained in the Human Resources Department shall be considered confidential, subject to the limitations of state law, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question. An employee shall have access to review and copy their personnel file subject to the limitations of state law. Request to view a personnel file shall be made electronically, and if appropriate per this policy, Human Resource will grant electronic access for 7 days.

RECORDS TO BE MAINTAINED

Employment records to be maintained on County employees in their personnel file include but are not limited to:

- the application or resume submitted by the employee as an applicant for County employment;
- any offer of employment correspondence;
- records of policy information given to employee;

- personnel actions pertaining to the employee such as hiring and termination papers, change in job classification, change in salary, request for leave of absence, or any other records related to compensation of the employee.
- performance evaluations;
- commendations and awards;
- disciplinary actions or performance improvement plans;
- certificates or degrees indicating completion of special training;
- other pertinent employee data as appropriate.

Other employment records are kept in separate files, such as documents relating to EEO records, medical conditions (including documentation of a physical or psychological exam if required as part of the hiring process or doctors notes), drug testing records, leave requests, records relating to investigations, and records relating to I-9 requirements. Human Resources will also maintain separate electronic records related to employee benefits.

A supervisor may keep records related to an individual employee to track work in progress and performance related information, and typically includes documents of ongoing work such as notes of conversations, assignments, and status reports. Supervisors shall not create or maintain duplicate files of personnel files. Any medical documents delivered to supervisors, such as return to work notes, should be scanned to Human Resources for inclusion in medical file and immediately shred.

DESTRUCTION OF RECORDS

Employment records of regular County employees shall be kept for five years following termination of employment and then destroyed. Records may be retained for a longer time period, as examples if it is subject to a litigation hold or the employee is rehired in the succeeding five years.

DISPUTING INFORMATION

Employees who question the accuracy or completeness of information in their files should discuss their concerns with the Human Resources Director. The Human Resources Director will consider the objections and remove erroneous information. Should the disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain in the file as long as the disputed information is retained.