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POLICY 215**

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EMPLOYMENT RECORDS

.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, successful completion of probation, promotion, demotion, transfer, separation, step increases, reclassification, discipline involving loss of pay, and leaves of absence other than vacation or non-FMLA sick leave.

Personnel actions shall 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 Director for review and signature. Any personnel action requiring Administrator approval is submitted by the Director to the Administrator 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 and payroll files for all employees remain solely in the custody of the Director. Managers and supervisors may retain a working file for purposes of monitoring performance and salary information.

Personal data contained in the file (e.g. addresses, phone numbers, performance evaluations) is only accessible to the employee's direct supervisor, a higher level manager within the employee's department/division, or other staff as authorized by the Director. For purposes involving transfers or promotions, supervisors and managers 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 Director.

2.1 Employees Responsible to Notify County of Changes

Employees are responsible for immediately notifying the Human Resources Department 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 should know when each 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 at any time. All communication between an employee and supervisor sent to the employee's file should be signed by both parties to ensure that both have seen each document.

2.3 Review of Personnel File

Employees may review their personnel files in the Human Resources Department, provided a representative of the department is present. Employees may obtain copies of documents in their personnel file. Employees who wish to correct information in their file which they feel is erroneous, may submit such a request in writing to the Director.

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

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 requested information shall initially be made by the Human Resources Director. An adverse decision may be appealed in accordance with the County's Fair Treatment Policy.

Procedure

Information regarding an employee's address, telephone number, work history, performance or salary will in no case be given over the telephone, other than employment dates and job title.

Verification of employment requesting salary or other confidential information must be in writing and signed by the 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.

.7 TRAINING RECORDS

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

7.1 Training Records to be Maintained

The Human Resources 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.

7.2 Employees Required to Document Training

Employees are required to submit records of training through their supervisor, to the Human Resources Department. Documentation may consist of a copy of a certificate of completion, a completed "Completion of Training" form available on the County's Intranet, or a signature on a roster if the training was sponsored by the Personnel Department. Documentation of completed training is required to be submitted within 10 working days of the end of the training.

.10 MEDICAL RECORDS CONFIDENTIALITY

Clallam 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, Clallam 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.

Release and disclosure of confidential medical records shall be subject to the provisions set out above, and the provisions of applicable state and federal statutes.

.20 REFERENCE CHECKS

Inquiries from outside the County regarding job reference checks of former employees, and employment verification checks of present employees, should be discussed with or referred to the Human Resources Department prior to any response. An employee's permission to release

any information regarding his/her performance must be secured in writing 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.

.50 PAYROLL CERTIFICATION

Payroll staff in the Human Resources Department shall process payroll records and certify that the persons named therein have been appointed and are employed in accordance with County policy.

.52 ATTENDANCE RECORDS

Payroll sheets serve as an accurate record of the time for which each employee is paid wages and overtime. Because Clallam County government is supported by public tax dollars, each employee, whether exempt or not, is required to record accurately the time spent working on County business. All time spent on authorized leaves of absence, including vacation, sick, compensatory time, administrative or general leave is expected to be accurately recorded. 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.

52.1 Employee Required to Certify and Submit Attendance Record

Monthly payroll sheets are provided to each employee in either paper or electronic form. Each employee is responsible to properly record time worked, leave taken, and absences, sign the document certifying accuracy, and submit the time record to the department payroll contact at the completion of the last shift worked in the month. By signing the document either physically or electronically, 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.

52.2 Supervisor to Review

The County Official or his designee shall review the employee's payroll sheet, cause improper records to be corrected, and certify the payroll sheet. The payroll sheet shall then be submitted to payroll on or before the close of the first day of the new month.

52.3 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 County procedures or improperly completed payroll sheets may result in the employee receiving only base pay and subject the employee or supervisor to disciplinary action.

52.4 Falsification of Payroll Record

Falsification of time or payroll records is considered theft and will subject the employee to disciplinary action up to and including termination. 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 Director.