

**Polk County Wisconsin**

**PERSONNEL RECORDS**

**Policy 202**

**Effective Date: 04-20-82**

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3-11-08, 9-21-10**

Personnel Records

There shall be one (1) Official Personnel record for every County employee.

- A. Location & Responsibility - Official Personnel Records of individual Polk County employees will be maintained by the Employee Relations Office. The location of the Records will be communicated to new employees by the Department Head. The personnel Records of the Employee Relations Director shall be maintained by the County Administrator.
- B. Confidentiality - The individual Personnel Record is regarded as confidential material and will be treated as such. The only persons with access to the Records will be the employee, the Employee Relations Office and Legal Counsel. County Board supervisors, immediate supervisors, department heads, the employee's labor representative, and the personnel committee will have access on a need-to-know basis only as determined by legal counsel and/or the Employee Relations Office. Employee name, salary, date of original employment, current position title, date and amount of most recent salary change shall be the only information authorized for release to the public. The Employee Relations Office and/or a designee shall have the power to release such information. The Employee Relations Director and or designee shall have the discretion to delegate custodial authority of portions of the Records when such delegation shall not adversely effect the employee's expectation of privacy and such delegation is reasonably necessary for the day-to-day business of the County. Further, the custodian of the Personnel Records shall comply with any state or federal law, including HIPAA, in carrying out their duties.
- C. Employee Review - An employee may review his/her Personnel Record upon request at a mutually agreed upon time between the Employee Relations Office and employee. The review shall only be made in the presence of the Employee Relations Director or designee and the Records may not be removed from their presence.
- D. Contents - All information relevant to an employee's position with the County will be maintained in the Personnel Record. Such information may include, but not be limited to the following:

1. A copy of the original application for employment and the responses to confidential inquiries made of former employers, schools, etc. pre-employment medical exam results.
2. A job description.
3. Copies of performance appraisals/evaluations.
4. Copies of all personnel actions affecting the employee since initial employment such as letters or notices of promotion, reclassification, transfer or demotion.
5. Job postings signed by the employee.
6. Medical certificates or documents supporting medical leaves of absence.
7. Educational credentials obtained since initial employment.
8. Record of training programs completed/attended.
9. Information update records such as change of address, who to notify in case of emergency, etc.
10. Vacation record, personal leave record, sick leave record.
11. Copies of disciplinary notices or letters.
12. Grievances/appeals.
13. All work related correspondence between the employee and the county.
14. Union affiliation records.
15. Accident reports (a copy must also be sent to the safety director).
16. Meritorious statements or awards.
17. Exit interview form
18. Orientation interview form.

E. Treatment of suspensions, reprimands, and warnings.

All warnings, reprimands and suspensions will be immediately forwarded to Employee Relations for inclusion in the personnel record.

- F. Storage and Disposal - Inactive personnel records shall be transferred to storage one year after termination of an employee. Records will be reactivated when an employee is reinstated/re-employed within Polk County.

Inactive personnel records can be destroyed in compliance with Polk County's record retention policy. In the event a lawsuit has been filed regarding the employee the record will be kept till the suit is settled.