

H. EMPLOYMENT RECORDS

GENERAL POLICY

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

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. Personnel files may not be taken outside of the Human Resources Department and must be viewed in the presence of Human Resources staff, including managers and supervisors.

RECORDS TO BE MAINTAINED

Employment records to be maintained on County employees include:

- all application material submitted by the employee as an applicant for County employment;
- offer of employment correspondence;

- records of policy information given to employee;
- employment tests, ;Additional information such as reference checks, information relevant to a background investigation and other information relevant to the selection of the employee shall be maintained in the recruitment records for two years after the selection date;
- all Human Resource transactions 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;
- certificates indicating completion of special training;
- current address, phone number and person to contact in case of an emergency;
- other pertinent employee data as appropriate.

Other employment records are kept in separate files, such as records relating to EEO records, medical conditions (including documentation of a physical or psychological exam if required as part of the hiring process), drug testing records, leave requests, records relating to investigations, payroll records and records relating to I-9 requirements. These records may be subject to different record retention schedules pursuant to federal law.

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. The supervisor's records shall be delivered to the Human Resources Department upon termination of the employee for proper record retention.

DESTRUCTION OF RECORDS

Employment records of regular County employees shall be kept for three years following termination of employment and then destroyed. Records may be retained for a longer time period if it is subject to a litigation hold.

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.