

Utah County Human Resource Management Policy 2-400: Employment Records

Purpose

The purpose of this policy is to set forth Utah County's policy regarding the management of employment records.

I. Policy

The Office of Human Resource Management shall keep the official record of employment for each Utah County employee, in compliance with state and federal law and in furtherance of the purposes of these Human Resource Management policies.

II. Procedures

- A. The official employment record of each employee shall be kept in the Office of Human Resource Management and shall contain, as appropriate:
 - 1. Record of application for employment;
 - 2. Transcripts of academic preparation;
 - 3. Performance appraisal ratings;
 - 4. Any formal reprimand or other corrective action;
 - 5. Records of actions affecting employee salary; and
 - 6. Commendations submitted for placement in an employment file.
- B. An individual employment record may be kept in the department to contain copies of items recorded in the official record and other materials as required by department management. Any such individual record shall be subject to the rules governing employment records.
- C. The department, upon request, will supply the employee with a copy of any document it places in the employee's file.
- D. An employee has the right to review the contents of his or her employment record in the Office of Human Resource Management, or the department as governed by law and may challenge any

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information in the official employment record. Additionally, an employee may provide rebuttal comments to be attached to original documents where the employee believes appropriate. Such rebuttal comments must be restricted to the document in question.

- E. If a disciplinary action is rescinded or disapproved upon appeal, forms, documents, and records pertaining to the case shall be removed from the employment records.
- F. Employment records shall be private data and available for review only to the employee and users authorized by law or as determined by the Director to have a legitimate "need to know". A record of those, other than Office of Human Resource Management staff, reviewing employment records and information shall be maintained together with the reasons for access to the records.
- G. Requests for confirmation of employment, dates of employment, position, salary range (other than withholding information) and County telephone and work address directory information will be treated as public data.
- H. Unless otherwise required by law, Utah County will make no references positive or negative regarding particular employees in response to any request for any verification of employment.