

POLICY 004: PERSONNEL RECORDS

ADOPTED: AUGUST 3, 1988 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of the County to maintain personnel records according to federal, state, and local record keeping requirements.

004:1 GENERAL PROVISIONS

1. The Human Resources Department shall serve as the official custodian of personnel records.
2. Employees have a responsibility to make sure records are up to date and must notify Human Resources promptly, in writing, of any changes, including, but not limited to:
 - a) Name;
 - b) Address;
 - c) Telephone number; and
 - d) Marital status and number of dependents (for benefits and tax withholding purposes only).
3. Personnel records of County employees shall be open to inspection pursuant to the requirements set forth in Chapter 119, Florida Statutes.
4. Inspection of personnel records shall be subject to the following procedures:
 - a) Requests for personal inspection of a County personnel file or job application must be made to the Human Resources Department.
 - b) The Human Resources Director or designee will require that inspections be at a reasonable time and place in order to protect the integrity of the records. All inspections will be made under the supervision of a member of the Human Resources staff.
 - c) Human Resources shall furnish a copy or copies of any item(s) requested from the records upon payment of the fee as defined in Chapter 119, Florida Statutes [currently fifteen (\$0.15) cents per single-sided copy and twenty (\$0.20) cents per two-sided copy; an additional charge of one dollar (\$1.00) per page will be assessed for a certified copy of the public record].
 - d) If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by the personnel of the agency involved, or both, the County may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and based on the actual cost incurred for such extensive use of information technology resources or labor costs of the personnel providing the service.
5. Employees, under the same rules and condition that apply to the public, may inspect any personnel file including their own.

POLICY 004: PERSONNEL RECORDS

ADOPTED: AUGUST 3, 1988 (REVISED: JUNE 20, 2017)

6. Supervisory and management employees who have an employment-related need for information about another employee or applicant may inspect the records and/or files of that employee or applicant.
7. Employees are to refer all requests from outside the County for personnel information concerning applicants, employees and past employees to Human Resources.