

Access To Personnel Records

An employee's personnel records may be kept at the Office of the County Administrator, the office of the employee's Department head, the office of the elected official who supervises the employee, or in the case of a court employee at the office of the Chief Judge.

An employee may review his or her own personnel records which are kept in a particular office by making a written request to the head of that office. The office will permit the employee to review the personnel records by appointment within a reasonable time after receiving a written request.

An employee may only review personnel records in the office which provides the records. Personnel records may not be removed from that office for any reason. Employees may not alter, remove, or destroy personnel records.

Upon written request the office will make a copy of personnel records at the employee's expense. The office will charge the employee the actual incremental cost of duplicating the records.

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