

## SECTION 7 EMPLOYEE PERSONNEL RECORDS

**A. POLICY STATEMENT:** It is the policy of Hubbard County to maintain a private personnel file for each employee in accordance with M.S. 13.01 through M.S. 13.88 (Minnesota Government Data Practices Act).

**B. ACCESS:** Employee personnel files are open for inspection and review during office hours by the subject employee, the employee's authorized representative, the immediate Department Manager, the Coordinator and his/her deputy, subject to limitations contained in M.S. §13.43.

### **C. RESPONSIBILITY FOR RECORD KEEPING**

1. The employee shall be responsible for keeping personal data current.
2. The Department Manager shall be responsible for submitting employment data.
3. The payroll person shall keep benefit data current as received.
4. The Coordinator shall be responsible for maintaining all active and inactive personnel files including the review of all items prior to filing. Official personnel records of county employees are held within the Coordinator's Office.

### **D. CONTENTS**

1. Personal Data
  - a. Employee name
  - b. Current address
  - c. Telephone number
  - d. Person to be contacted in case of emergency
  
2. Employment Data
  - a. Application, pre-employment tests, reference checks, and data relevant to decision to hire, when applicable
  - b. Copy of written notification of hire
  - c. "Position vacancy" posting leading to transfer or promotion
  - d. Official correspondence between a county authority and the employee
  - e. Annual Performance evaluations – It is the responsibility of each supervisor and/or department manager to review every subordinate at least annually and complete an employee evaluation.
  - f. Salary changes
  - g. Leave requests
  - h. Authorization of leave requests
  - i. Medical statements and physical examination results - separate file
  - j. Documentation of unsatisfactory work performance or behavior
  - k. Termination notice
  - l. Employee acknowledgment and authorization of reference checks and employment verification completion (on completed employment application).
  - m. Such other personnel data maintained by the County, as defined under Minnesota Statute §13.43.
  
3. Benefit Data
  - a. Record of regular hours and overtime worked
  - b. Record of paid time off accrued and used
  - c. Record of sick leave accrued and used prior to January 1, 2014, and thereafter for union personnel as set forth in their applicable collective bargaining unit.
  - d. Record of holidays used
  - e. Insurance information