

POLICY NO.: 793-14

PERSONNEL FILE/ACCESS TO PERSONNEL FILE POLICY

A. PURPOSE

It is the purpose of this policy to describe the contents of employee personnel files, provide for their confidentiality and establish rights of access.

B. POLICY

1. CONTENTS

It is the policy of the County of Cape May to ensure that adequate personnel records are maintained for each County employee in accordance with applicable codes and regulations. It is the responsibility of the Director of Human Resources to ensure that adequate personnel records are maintained.

Personnel records are considered confidential in nature and shall include: employment application, letters of reference, dates of appointments, transfers, promotions, terminations, job titles, salaries, commendations, complaints, performance evaluations, disciplinary actions, amount of leave accrued and used, a record of the employee's training and other related matter, and attendance records. However, certain information is open to the public according to the provisions of N.J.A.C. 4A:12.2, including an individual's name, title, salary, compensation, dates of service, reason for separation and information on specific educational or medical qualifications required for employment.

Salary and related information may be furnished to persons or lending institutions that are authorized by the employee in writing. All requests must be made in writing and submitted to the Director of Human Resources & Training.

Records relating to any medical condition shall be maintained in a separate file (N.J.A.C. 4A:4-6.5(b))

2. RIGHTS OF ACCESS

An employee who wants to review his or her personnel file must request an appointment from the Department of Human Resources & Training. Employees should provide the County with at least twenty-four hours advance notice of his or her need for an appointment.

To protect the integrity of the personnel records, the employee must review the personnel file in the presence of a representative of the Department of Human Resources & Training. Employees are not permitted to add or remove documents from the file folder or to take the file folder from the Human Resources Office. Additionally, employees are not permitted to write on, mark up or cross out any information contained in the personnel file. Employees may, however, make copies of the documents contained in his or her file for a reasonable per page charge.