

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev HR 2/09	Page: 1 of 2	Number: 7.2
	Reviewed by/Reviewed Date: CSA Exec Team 3/23/09	Replaces:	Category: Administrative
Title: <b>Security and Access to Personnel Files</b>		Approved: 3/23/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To protect the privacy and dignity of staff by properly managing secured personnel records.

**Definition**

The Community Services Agency (CSA) maintains a personnel file on each employee. This file includes material needed by the Agency. The official employee file is maintained at the Chief Executive Office, and contains all permanent employee records. These records are confidential, and are used only for official personnel management purposes.

Security of Department Personnel Records (Personnel Policy)

In addition to the central set of records and files maintained in the Chief Executive Office concerning each County employee, most departments maintain working copies of personnel records for internal operating purposes. Such records are of great importance, may contain confidential information, and must be properly secured and accounted for at all times.

To maintain this security the CSA Human Resources staff will:

- A. Review record content periodically to insure that personnel files do not contain items that are not necessary or inappropriate. Records should not contain documents unrelated to the employee’s job or job performance.
- B. Review records security procedures periodically to discover whether assigned employees understand the importance of record control, whether files are locked after business hours, and whether better measures should be instituted to safeguard important documents.
- C. Maintain a separate red file in personnel for all medical, benefits and leave of absence information. This file will be kept confidential and only used by persons who need the information to get their job done. (i.e., people who have a “need-to-know”)

Access to Personnel Files (Community Services Agency Human Resources)

In order to insure maximum security and confidentiality of CSA Human Resources files, the following procedures are established. Access to personnel records are limited to those

individuals who must use the records to get their job done (i.e., people who have a “need-to-know”).

Note: Department files are only a duplicate of the official file housed in the Chief Executive Office.

- A. Only CSA Human Resources staff members and authorized personnel are allowed to review personnel records, except in the following cases:
  - 1. A CSA employee may, in the presence of a CSA Human Resources staff member, review his/her own personnel file with advance notice.
  - 2. A manager or supervisor may, in the presence of CSA Human Resources staff member, review his/her staff member’s personnel file with advance notice.
  - 3. Executive staff may review and checkout personnel files through CSA Human Resources staff member. Strict accountability through a sign out system will be assured.
- B. Any problem that arises in enforcing this policy will be quickly referred to the CSA Human Resources manager or his/her designee. It is very important that the needs of the Department are served, but at the same time it is important that the privacy of the employee be protected.
- C. Only CSA Human Resources staff members will pull files from record storage. Anyone with custody of a personnel file is responsible for insuring its security and prompt return to the storage cabinets.
- D. No personnel file will be removed from the area of Human Resources without management approval.
- E. Medical information is maintained in a separate confidential file and is available on a need-to-know basis only.