

Personnel Files Policy

PURPOSE

This policy provides guidance to employees about their privileges and obligations with respect to their own personnel records, and guides Grand Traverse County personnel responsible for producing and maintaining personnel records in the appropriate handling of those records.

Under the Bullard Plawecki Employee Right to Know Act, employees are entitled to review their personnel records, make copies of those records, and file written statements clarifying or protesting any documents contained in their file. An employer's use and disclosure of employee records are regulated by this Act as well.

POLICY & PROCEDURE

Grand Traverse County employee files are maintained by the Human Resources (HR) Department for each employee and are considered confidential.

Access to personnel files is limited to the County Administrator, Deputy County Administrator, the Director of Human Resources, staff of the Human Resources Department, the employee's department head and supervisor and supervisor of position employee has applied for, if any, within the county (limited information), the Board of Commissioners, and the employee. A manager or supervisor considering the hire of a former employee or the transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Unless otherwise required by law, Personnel files may not be taken outside of the HR Department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of Grand Traverse County or the HR Department in response to the employee's request, a valid subpoena or a valid court order.

Personnel file access by current and former employees will generally be permitted upon request within five days of the request, in accordance with state law.

Employees are responsible for notifying the Human Resources Department of any change in tax status, address, number of dependents, name, telephone number, or any other pertinent information to ensure that employee data is complete and accurate at all times.

Upon written request, an employee may make an appointment with the Human Resources Director for the employment area to view his or her personnel file. An employee may not request that material be removed from the personnel file unless mutually agreed to by the parties concerned. If the employee believes that a situation has been unfairly represented, he or she may submit a clarifying memorandum to the Human Resources Director and County Administrator and request that it becomes a permanent part of the file.

A written request also is required from former employees when requesting access to their personnel files.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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