

## H. EMPLOYMENT RECORDS

### GENERAL POLICY

It is the policy of Scott County that files containing information relevant to the employment history of each County employee be maintained in the County Human Resources Department.

### SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### CONFIDENTIALITY OF EMPLOYMENT RECORDS

All employee records maintained in the Human Resources Department shall be considered confidential and only open to review by the relevant department head, the County Administrator and the staff of the Human Resources Department. In addition, an employee may review the contents of his/her own employee file.

### RECORDS TO BE MAINTAINED

Employment records to be maintained on County employees include:

- all application material submitted by the employee as an applicant for County employment;
- employment tests, reference checks, information relevant to a background investigation, documentation of a physical or psychological exam if required, and other information relevant to the selection of the

employee;

- all Human Resource transactions pertaining to the employee such as hiring and termination papers, change in job classification, change in salary, request for leave of absence, etc.
- performance evaluations;
- commendations, awards and letters of appreciation;
- disciplinary actions;
- certificates indicating completion of special training;
- current address, phone number and person to contact in case of an emergency;
- other pertinent employee data as appropriate.

#### **DESTRUCTION OF RECORDS**

Employment records of regular County employees shall be kept for a minimum of three years following termination of employment.