

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-16

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C. Deibel
County Administrator

SUBJECT: **ACCESS TO OFFICIAL PERSONNEL and INSURANCE FILES**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. PURPOSE

To state the procedures for accessing official personnel files and official employee and insurance records maintained by the Human Resources Department.

II. DEFINITIONS

- A. Official Personnel File - an official file maintained by Human Resources Department which contains information related to an individual's employment with Pima County to include, but not be limited to, the employee's employment application, performance appraisals, documentation of formal disciplinary actions, personnel action forms, employment verifications and other documents designated by the Merit System Rules and Personnel Policies.
- B. Insurance records - an official file maintained by the Human Resources Department containing certain insurance documentation resulting from the employee's enrollment options. This documentation may be other than information contained in the employee's confidential department medical file.
- C. Official Personnel Files and Records - pertains to a combination of one or both of the above when referenced throughout this procedure.

III. PROCEDURES

- A. Obtaining Copies of Records for Employees
 - 1. Employee personnel and insurance records maintained by Human Resources are the property of Pima County and may not be removed from the Human Resources Department.
 - 2. Employees may obtain copies of their own personnel and insurance files by requesting specific information from Human Resources. All copy charges are the responsibility of the employee making the request and shall be set at \$.10 per page after five (5) pages. The first five (5) pages are free.

3. All copy charges are the responsibility of those who submit subpoenas in accordance with the Arizona Revised Statutes § 12.531.
4. Unauthorized access to or use of personnel records, computerized personnel files, or insurance records may result in disciplinary action, up to and including dismissal.

B. Reviewing Personnel Files by Employees and Others

1. Merit System Rules and Personnel Policies define those who may have access to the official personnel files maintained by Human Resources. When eligible, personnel records may be reviewed at the Human Resources' Personnel Records Center from 8:00 a.m. to 5:00 p.m., Monday through Friday.
2. An individual may review his or her own personnel records and files upon presentation of a Pima County or other official picture identification. Also, an employee may grant access to his or her personnel records to another individual provided a written statement signed by the employee in advance is submitted to Human Resources. Human Resources may verify the signature either through written documentation or telephone verification with the employee. No employee records will be released to unauthorized persons without the written consent of the employee.
3. Authorized parties may access official personnel records and the Human Resources Director's approval may be required in accordance with policy. Authorized access which may require the Human Resources Director's approval includes, but is not limited to, members of the Board of Supervisors, the County Administrator, the employee's appointing authority or designee, or the appointing authority or designee considering an employee to fill a vacant position, law enforcement and investigative organizations to include the County Attorney and Deputy County Attorneys, and Human Resources staff in the conduct of official business. Access to records for hiring purposes requires the approval of the Human Resources Director or when absent, his or her designee. For access to insurance files by authorized individuals, the Human Resources Director's approval or that of his or her designee is required.

C. Public Release of Official Personnel Files and Records

1. Official Personnel Files and Records of current or former employees shall not be available to the public without the employee's consent, unless required by law or other action.
2. Departments shall refer all requests for employment verification information about current and former employees to Human Resources. Upon receipt of a request for such information, the Human Resources

Director or designee may provide the employee's dates of employment, department, salary history, and job title. The employee's social security number may be verified to ensure that the correct record is accessed, but shall not be volunteered by Human Resources staff or disclosed under any circumstances. In other words, the caller must provide the social security number to Human Resources for verification. No other information shall be released, unless required by law or other action.

D. Retention of Official Personnel Records and Files

An employee's personnel records shall be retained according to the State of Arizona's Retention and Disposition Schedule.

E. Other References: Pima County Merit Rules and Personnel Policies.