

## **02. PERSONNEL**

### **2.11. Official Personnel Files**

BOS Adopted – Jul 1, 2004

**2.11.1. Purpose.** The purpose of this policy is to establish an official personnel file and to provide a procedure governing the access, dissemination and purging of information contained within this file.

**2.11.2. Policy.** The official personnel file shall be defined as the employment file containing personal information relevant to the individual's employment which is maintained by the Personnel Office. The official personnel file shall be the only file considered official and complete in matters related to wage and salary, employee selection, employee relations and arbitration hearings. Information pertaining to any personnel related aspect of employment (e.g., letters of reprimand, letters of commendation, unemployment compensation requests, etc.) shall be contained within the file.

#### **2.11.3. Access**

A. The access, dissemination, and purging of information contained within the file shall be in accordance with the Privacy Protection Act of 1976, as amended.

B. Official personnel files for Sheriff's Office employees will be housed in the Sheriff's Office. The County Administrator and Board of Supervisors shall have access to wage and evaluation information.

C. The following individuals shall be designated as having regular access to the official personnel files:

1. The County Administrator or his designee, and Constitutional Officers for their respective employees,
2. The Director of Finance,
3. The members of any Grievance Panel,
4. The Virginia Employment Commission Unemployment Compensation Division,
5. Federal, State, or local agencies to create additional personnel records after employment (ex. to create Federal personnel files on CETA employees),
6. Federal, state or local law enforcement agencies during the investigation of a violation or potential violation of the law,

7. Members of the Board of Supervisors.

D. The following individuals shall be designated as having regular access to a limited number of the official personnel files:

1. Individual employees or former employees shall have regular access to their own personnel file after having satisfactorily demonstrated their identity.

2. Department heads and immediate supervisors shall have regular access to the official files of employees under their authority only.

**2.11.4. Storage.** All official personnel files shall be stored in a locked cabinet and shall be reviewed in the presence of the Director of Finance, the personnel officer, or the County Administrator or his designee.

**2.11.5. Dissemination.** There shall be no dissemination of any personal information contained within the official personnel file to any individual or organization not having authorized access unless a Voluntary Release of Information Form has been completed both by the employee and the requesting individual agency.