

MACOMB COUNTY HUMAN RESOURCES POLICY

EMPLOYMENT RECORDS

Each employee's personnel file is maintained in Human Resources and Labor Relations and includes: records pertaining to employment, application materials, salary history, benefit information, disciplinary action and all other pertinent employment information. The Bullard-Plawecki Employee Right-to-Know Act ensures an employees' right to access their own personnel file. Any employee may review his/her personnel file in the presence of the Director of Human Resources and Labor Relations or designee. This review will be at reasonable intervals, generally not more than two (2) times in a calendar year, during normal hours of operation. An employee may request and obtain a copy of information contained in his/her personnel file, at the approved cost of duplicating such material, with the exception of:

1. Employee references that identify the person making the reference.
2. Materials that disclose staff planning of more than one (1) employee.
3. Personal information concerning someone other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
4. Information regarding a criminal investigation of the employee, and kept apart from other records.
5. Other information authorized by law to be exempt.

When an employee changes his/her name, marital status, dependent status, telephone number, address, tax exemptions, benefit information (within 30 days of qualifying event), etc., he/she shall contact Human Resources and Labor Relations as soon as possible so that the necessary process can be completed and the change implemented. It is the employee's responsibility to keep Human Resources and Labor Relations informed regarding employee information. Failure to promptly notify Human Resources and Labor Relations with updated information may result in loss, denial or delay of benefits or privileges, as well as the repayment of eligible costs.

Approved:



Office of County Executive

7-8-14

Date