



POLICY AND PROCEDURES

NUMBER: 111

SUBJECT: Personnel Files

ACA STANDARDS: 4-ALDF-7B-04; 7D-13, 7E-02

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97

REVISION DATE: 4/99, 12/00, 3/01
7/07, 4/09, 11/12, 11/13, 12/18

I. POLICY

The St. Louis County Department of Justice Services shall ensure that employees have the right to review and inspect their personnel file upon request.

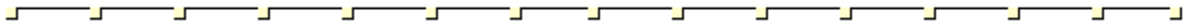
II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

- A. Personnel files will contain information relating to an employee's evaluations, awards and certificates, letters of commendation, disciplinary information and any other document that relates to an employee's department work history. The cabinets containing personnel files will be locked at all times. The keys to the cabinets will be in the possession of the Personnel Specialist/designee.
- B. Information obtained as part of a required medical examination or inquiry regarding the medical condition or history of applicants and employees is collected and maintained on separate forms and in separate medical files and treated as a confidential medical file.
- C. Personnel files shall be considered confidential and at no time will employees be allowed to remove a document from their file.

- D. Employees may request to view their files by making a request in writing to their Division Superintendent who will in turn make an appointment for this viewing.
- E. Supervisory personnel can request copies of previous evaluations and other necessary documents for an employee's annual review, by contacting the appropriate Payroll Specialist. All other reviews of subordinate files must be made by appointment only.
- F. Designated management personnel approved by the Superintendent or Director will be allowed to view personnel files.
- G. All individuals accessing/viewing personnel files will be required to register their name, the date, sign-out time and sign-in time in the Sign Out Register located on top of the personnel file cabinet. The individual accessing/viewing the file will return it to the assigned Office Specialist. If the file is not returned, the assigned Office Specialist will retrieve the file.
- [H. Personnel files may not leave the third floor under any circumstances. Viewing of files will be permitted in the third floor Conference Room.]
- I. If an employee desires a copy of a document in their file, with the exception of evaluations, the Payroll Specialist may do so only after approval by the appropriate Division Superintendent.
- J. Reference letters, test material, and some investigative reports are not subject to review by the employee.
- K. Employees may challenge information in their personnel file and have it corrected or removed if proved inaccurate. The employee will use Conflict Resolution/Grievance Policy 126 to properly challenge the information.
- L. All personnel files are and shall remain the property of St. Louis County.



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