

SECTION 207: TRANSACTIONS AND RECORDS MANAGEMENT

207.1 POLICY: It is the policy of Black Hawk County to maintain an effective personnel transaction procedure and personnel records management system.

207.2 SCOPE: This policy applies to all Black Hawk County employees. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

207.3 OBJECTIVES: Development and maintenance of an effective personnel transaction procedure and personnel records management system are essential to a sound personnel program. The primary objectives of these procedures shall be to establish and maintain:

- A. Clear lines of authority for processing personnel transactions and managing personnel records.
- B. Uniform, accessible, and complete employment records of all County employees.
- C. Clear and efficient procedures for processing all transactions that affect each employee.

207.4 RESPONSIBILITIES:

A. HUMAN RESOURCES DEPARTMENT: The Human Resources Department shall:

- 1. Establish, maintain, and coordinate personnel transactions and records management systems and procedures for all County employees.
- 2. Establish and maintain a central personnel file to include all transactions, records, and other pertinent employment information for each County employee.
- 3. Establish and maintain personnel transaction forms and procedures.
- 4. Establish and maintain position control records and procedures.
- 5. Advise and assist Department Heads on all County personnel transactions and records management systems and procedures.
- 6. Assure security of personal information in the central personnel file to avoid invasion of individual privacy and violation of employees' constitutional rights.

B. DEPARTMENT HEADS: Department Heads shall:

1. Initiate and process personnel transactions affecting their employees using forms prescribed by the Human Resources Department.
2. Maintain a written record of contacts with employees as deemed appropriate.

C. BOARD OF SUPERVISORS: The Board of Supervisors shall:

1. Initiate and approve all personnel transactions for the appointment of Department Heads.
2. Approve transactions for appointment to positions in the County's service.
3. Approve transactions to create new positions and reallocate existing positions.
4. Approve all transactions on demotion and dismissal actions.

D. EMPLOYEES: All employees shall be responsible for notifying their supervisors or the Human Resources Department of any changes that affect their personal status as soon as they occur. An employee's personal mailing address, telephone number(s), number and name of dependents, and emergency contact information should be accurate and current at all times. Employees shall receive a copy of all personnel transactions that affect their employment or personal status.

207.5 PERSONNEL FILES: Personnel files are the property of Black Hawk County and access to the information they contain is restricted. Generally, only the employee and supervisors or management personnel of Black Hawk County who have a legitimate reason to review information in a file are allowed to do so.

As public employees, certain employee information is considered public information (e.g., the employee's date of hire, position, hourly wage or annual salary, full-time or part-time status, discharge, demotion, or resignation in lieu of discharge) and may be disclosed upon request.

Current employees who wish to inspect their personnel files must make an appointment with the Human Resources Department. Appointments will typically take place Monday through Friday between 8:30 a.m. and 4:30 p.m. If an employee would like a representative to view his or her file, the employee must make the request in writing. Personnel files must be viewed in the Human Resources office in the presence of a human resources representative. For a per page copy fee, Human Resources will copy documents for an employee from their personnel file.