

POLICY 809 PERSONNEL FILES

1. Policy. Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.
2. Procedure.
 - 2.1 Employees, and other authorized viewers of records, will have the authority to review and copy, but not to remove or alter, personnel records. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining his/her position which will be included in the file

POLICY 809 PERSONNEL FILES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual