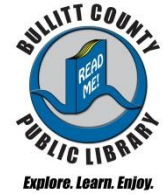


# Employee Files Policy

Created 2/10/2015



The Library maintains several files for each employee's records. Employees may request a copy of any information from their files at any time. Such requests must be made in writing. An employee may add information to these files upon request.

## PERSONNEL FILES

Supervisors are allowed access to personnel files for employees under their supervision. Personnel files contain information such as:

- Evaluations
- Correspondence
- Information used for payroll purposes

Personnel files are retained as required by the Local Agency Records Retention Schedule.

## MEDICAL INFORMATION

Information about insurance coverage or other medical claims is kept in a separate file for each employee. If an employee has dependents covered on their insurance, information about dependents may be kept in the same file. Dependents may request information from this file when the dependent is a part of the employee's coverage. Information concerning COBRA will be kept in medical files. Any HIPPA agreements maintained by the Library will also be kept in these files. Only staff authorized by the Library Director will be given access to an employee's medical information. Supervisors will not be granted access to these files.

Upon termination, medical files are combined with personnel files and are retained as required by the Local Agency Records Retention Schedule.

## TRAINING AND CONTINUING EDUCATION

The Library maintains a separate file for each employee that contains records of training received, certifications, tuition reimbursements, secondary school credits, and the like.

Upon termination, medical files are combined with personnel files and are retained as required by the Local Agency Records Retention Schedule.

## TIMESHEETS AND TIMECARDS

The Library requires timesheets from its employees in order to confirm hours worked. The timesheets are kept in separate files from other personnel records and are sorted by timeframe, not individualized to a particular employee. Timesheets are destroyed after three (3) years.

## PAYROLL

The Library maintains payroll records for all employees. These records are not individualized for employees. Salary information for individual employees who work at the Library is public record and may be requested through the Freedom of Information Act. The Library has no control over the use of this information and assumes no responsibility for the use of the information that is obtained. Employees will be informed when outside parties have requested salary information.

Payroll files are audited each year and are retained as required by as required by the Local Agency Records Retention Schedule.