

*Kingman County
Kansas
Personnel Policy Manual*

Policy #10
Employee Records

Commission Approved
Date: 2-16-2010

10 Custody and Maintenance of Employee Records

- 10.1 It is the policy of Kingman County that all applicable Federal and State law is followed regarding the custody and maintenance of County Employee Records with the goal of preserving the confidentiality of employee records.
- 10.2 The County Human Resources Director is designated as the official custodian of employee records. Those records shall be maintained as follows:
- (a) All medical information or any other information required to be maintained as confidential by Federal or State Law shall be maintained in a separate file. Access to said files shall be allowed only as provided by applicable Federal and State Law. All employee files shall be physically maintained in the office of the County Clerk. Confidential medical files shall be kept in a secured, locked location inside the office of the Kingman County Clerk.
 - (b) Non-medical employee files shall be maintained and shall include routine employee documents such as "new hire" paperwork, payroll information, employee benefit information, etc. Access to that file shall be limited to the employee (upon formal request), the employee's Department Head, the County Clerk or the Clerk's designee for purposes of payroll preparation or in the performance of other official duties, the County Commissioner after official board action, Human Resource Administrator in performance of official duties, and the County Counselor in performance of official duties. In no event shall any employee's personnel file be accessed except in performance of official county business.
 - (c) Employee evaluations will be secured in a separate file cabinet in the Clerk's Office and will be accessible by key and login only by the Human Resource Administrator and / or the County Counselor.
 - (d) A separate log shall be maintained by the County Clerk regarding access to both confidential medical employee files and non-medical employee files. The log, at minimum, shall contain information as to the identity of any person accessing any employee file as well as the date and time of that access. Those logs shall be maintained in the office of the County Clerk and by the County Clerk.
 - (e) The employee personnel file shall be an open public record only as required by K.S.A. 45-215 et. seq. Public access shall be limited to names, positions, salaries, and length of service of County employees.
 - (f) Each individual Department Head or elected official may maintain an employee file containing photocopies of routine employment documents such as employee evaluations, etc. Any file maintained under this provision shall not contain confidential medical information or other information made confidential by State or Federal law. Any such file maintained by the Department Head shall be kept in a secure manner and only be accessed by said Department Head. Such file shall

be maintained consistent with guidance regarding the content of said file, to be provided by the Human Resources Director and/or the County Counselor.