

ACCESS TO PERSONNEL FILES 202

Effective Date: 02/01/2016

Cass County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Cass County, and access to the information may be limited. N.D.C.C. §44-04-18.1(2) exempts certain confidential personal information from public review. Disclosure of personnel files will be made upon request and pursuant to public access law and pertinent exemptions. However, employees will be informed in writing whenever anyone outside of their supervisor or manager reviews their records. Medical information will be kept separate and will not be released without written consent of the employee.

Employees who wish to review their own file should contact the Human Resources Department. With advance notice, employees may review their own personnel files. The files may be reviewed in Cass County's offices and in the presence of an individual appointed by Cass County to maintain the files.