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SUBJECT: RECORD OF EMPLOYMENT

EFFECTIVE DATE: August 1, 1998

PAGE 1 OF 1

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The County shall maintain accurate and complete records on all employees. The permanent record of each employee's work history in the County will be maintained by the Personnel Department and will not leave the premises of the Personnel Department. These are public records and the content will be made available according to established procedures and applicable law.

N.D.C.C. §44-04-18.1 (2) exempts from public review the following personal information: A person's home address; home telephone number; photographs; motor vehicle operator's identification; the name, address, phone number, date of birth, and social security number of any dependent or emergency contact; any credit, debit, or electronic fund transfer card number; and any account number at a bank or to the financial institution.

Employees will be informed in writing whenever anyone outside direct administrative lines reviews their records.

Employees shall keep the Personnel Department informed of any changes in name, address, telephone, number of dependents, marital status, change in life insurance beneficiary, person to notify in the event of an emergency, and other changes in personal information as these changes occur. Employee is held responsible for verification of changes in personal information.

Current employees may review the contents of their own personnel file by scheduling a time with a personnel staff member.

Medical information will be maintained in a separate confidential file as required by N.D.C.C. §44-04-18.1. Normally, the county does not request employee medical records. Occasionally, such records are received by the county Personnel Department either from a supervisor with the employee's knowledge or from an employee directly. If medical records are obtained or requested by the county, the employee and medical provider may be requested to provide a copy of the signed release of information for the county. Information related to health insurance, Workforce Safety, family medical leave or Americans with Disabilities accommodations are some examples of medically-related information that will be maintained in the employment-related medical record.

All employees' medical information shall be treated confidentially and shall not be released without the written consent of the employee.