



## Employee Records Policy 1.35

Board Approval Date: 05-06-2003

Supersedes Policy Dated: 07-13-1999

### **Policy**

An official personnel file shall be kept on all Winona County employees. This official file shall be kept in the Personnel Department for all County employees.

### **Personnel File**

An employee personnel file should include basic personal data needed to establish an employee's record and job related information.

### **Personnel Record**

A "personnel record," to the extent maintained by an employer, means:

- Any application for employment;
- Wage or salary history;
- Notice of commendation, warning, discipline, or termination;
- Authorization for a deduction or withholding of pay;
- Fringe benefit information;
- Leave records;
- Employment history with the employer, including salary and compensation history, job titles, dates of promotions, transfers, and other changes, attendance records, performance evaluations, and retirement records.

### **Review of Records**

Employees may review their own personnel records upon written request to the Personnel Department. If an employee disputes specific information, he/she may submit a written position statement of not more than five written pages, which will be maintained in the employee's personnel file.

Requests to review personnel records may be restricted to the Personnel Department's normal office hours and limited to no more than one review every six months. (MN Statute 181.961)



## **Employee Records Policy 1.35**

Board Approval Date: 05-06-2003

Supersedes Policy Dated: 07-13-1999

Questions pertaining to the personnel data on employees and the data's classification under Minnesota Statute 13.43 should be directed to the Personnel Department.

Upon written request to the Personnel Department, employees may request a copy of the contents in their personnel file.