

## **PROCEDURE 207-2 - INTERNAL ACCESS TO PERSONNEL RECORDS AND INTERNAL JOB REFERENCES**

Johnson County Government will provide current employees with reasonable access to their official personnel files. Access by other employees to a current or former employee's personnel records will be limited to Department of Human Resources personnel and to supervisory, management, and professional employees who have a business-related need to know.

### **Access by Current Employees**

Current employees may inspect their own official personnel files. Inspections must be requested in writing to the Department of Human Resources and will be scheduled at a mutually convenient time. All such inspections must be conducted in the presence of a designated member of the Department of Human Resources. Employees are entitled to a copy of their official personnel file.

Employees who believe that any information in their official personnel file is incomplete or inaccurate and are unable to resolve the issue informally with the Department of Human Resources may place a written rebuttal in the file.

Requests for access to personnel records not contained in the official personnel file will be reviewed by the Department of Human Resources on a case-by-case basis. No employee will be provided access to files relating to investigations of complaints made by or against the employee or to supervisor working files except that the Sheriff's Office may grant such access consistent with its policies and the Civil Service Board Charter Resolution.

### **Access by Supervisors, Managers, and Others**

Supervisory, managerial, and professional employees who have a business-related need to review another employee's personnel records must make a written request to the Department of Human Resources to review the records. Only records relevant to the business need will be provided. Chief Counsel and the County Manager may authorize access to personnel records for purposes of internal investigations or as otherwise deemed necessary.

### **Internal Job References**

Hiring managers are encouraged to seek internal job references prior to extending an offer to an internal candidate.

### **Exceptions**

Where an office or agency other than the Department of Human Resources or Department of Financial Management & Administration is the custodian of the personnel records, requests for access to such records will be directed to the custodian or the custodian's designee and such person will be responsible for granting or denying access.

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