

PERSONNEL RECORDS

Objective: To establish policy and procedure covering access to personnel record information of Tompkins County employees. Policy Number: 02-15

Reference: (All applicable federal, state, and local laws) Personnel Department; NYS Civil Service Law Section 75 - Removal and Other Disciplinary Action Effective Date: January 12, 1981

Responsible Department: Personnel

Modified Date (s): June 1988; July 2, 2008; October 2009

Legislative Policy Statement:

Resolution No.: 09-212

General Information:

Next Scheduled Review: October 2012

I. Definitions:

II. Policy: The County shall comply with “ NYS Civil Service Law, Section 75 - Removal and Other Disciplinary Action.”

Procedure:

Employees may view the contents of their personnel file, by appointment only, in the presence of the Commissioner of Personnel or a designee.

Each employee shall be given copies of all performance reviews (see 02-14) that are placed in the employee's personnel file. The employee shall have the opportunity to sign, date and submit a response to the review.

The only official personnel file is that kept in the County Personnel Office and only that file may be the basis of disciplinary action.