

TITLE: Access to Personnel Files

The Human Resources office maintains a personnel file on each Ford County employee. The personnel file includes such information as the employee's job application, resume, status/payroll change sheets, records of education and training, performance evaluations, counselling, coaching and discipline reports.

Personnel files are the property of Ford County and access is restricted to the employee, their Department Head or other individuals designated by the Ford County Commission. Personnel files shall be made available during office hours for review.

Employees who wish to review their personnel file should contact the Human Resources office. The personnel file will be reviewed in the presence of an individual appointed by Ford County to maintain the files.

Date of Adoption: November 6, 2000

Review Date(s): November 5, 2007

December 4, 2017
