

SECTION 9 HUMAN RESOURCES RECORDS

9.1 REQUESTS FOR RECORDS All written requests by the public to inspect documents shall be forwarded immediately upon receipt to the County's Records Custodian.

9.2 HUMAN RESOURCES FILE The Human Resources file is considered to be the official employment file. A Human Resources file shall be maintained on each employee. The Human Resources file shall be maintained by the Human Resources Division in a secure location.

9.3 INSPECTION OF HUMAN RESOURCES FILE Each employee shall be permitted to review his or her Human Resources file. The employee may be required to present identification. The review of the file shall take place with a Human Resources representative present. The review shall occur as soon as possible, but no later than within one working day following the request. The employee shall not be permitted to remove anything from the file.

9.4 ACCESS TO HUMAN RESOURCES FILES Human Resources files are the property of Santa Fe County, and access to the information they contain is strictly restricted by law. Accordingly, access to an employee's Human Resources file shall be limited to persons with a legal right to examine the file. A supervisor shall be permitted to examine the Human Resources file of an employee under his or her direct supervision, but only if there is a legitimate business reason to do so. A supervisor who is considering hiring a County employee or a previous County employee shall be permitted to examine the Human Resources file of the applicant.

9.5 INQUIRIES CONCERNING PRESENT AND FORMER COUNTY EMPLOYEES Only the Human Resources Division is authorized to respond to inquiries regarding present and former County employees. Responses to such inquiries will confirm dates of employment, wage rates, and position(s) held only. No further information will be released without a written authorization and a notarized release signed by the individual who is the subject of the inquiry.

9.6 MEDICAL FILES Medical information on each employee and dependents which is obtained by the County will be maintained in a separate medical file. The medical file is a confidential file and may be inspected only by those with a legal right to do so pursuant to the Federal Health Insurance Portability and Accountability Act. Any employee who is permitted to inspect such a file has a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately inspecting a medical file, or disclosing its contents, is subject to disciplinary action, up to and including termination of employment.

9.7 HUMAN RESOURCES DATA CHANGES Each employee must promptly notify the Human Resources Division of any changes in the employee's name, mailing address, telephone number, marital status, number and names of dependents, individual(s) to be contacted in the event of emergency, educational accomplishments, and other relevant information. Any information affecting an employee's pay or record must be submitted as soon as it is known, but no later than the effective date.