


Idaho Department of Correction 	Standard Operating Procedure Human Resource Services	Control Number: 225.07.01.001	Version: 2.0	Page Number: 1 of 3
		Title: Employee Personnel Records		Adopted: 3-5-2009 Reviewed: 4-20-2009

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT NUMBER 225

Employee Personnel Records

POLICY DOCUMENT NUMBER 225

Employee Personnel Records

DEFINITIONS

Employee Personnel Permanent File: An employee file maintained by the Idaho Department of Correction's (IDOC's) Human Resource Services (HRS) that includes all information regarding a current or former employee's performance, work history, payroll, and benefits.

Employee Working File: An employee file maintained by the employee's supervisor that includes information and documentation regarding the employee's performance (both good and poor) for current and past employee performance review cycles.

PURPOSE

The purpose of this SOP is to provide guidance in the development and administration of current, accurate and appropriately confidential employee personnel records.

SCOPE

This SOP applies to all managers, supervisors, and employees of IDOC.

RESPONSIBILITY

The director of Human Resource Services (HRS) (or designee) will ensure the safety and confidentiality of employee personnel records and act as a custodian concerning the development, maintenance, access, and disposal of these records in accordance with Idaho Public Records Law.

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- A file may contain both exempt and nonexempt material, but cannot be considered confidential in total.
- When access is requested, nonexempt information must be provided.

Division chiefs, facility heads, and district managers will ensure the provisions contained herein are adhered to and that working files are maintained in a safe and secure environment.

Managers and supervisors are responsible for maintaining a working file for each employee reporting to them. This would include updating information and performance documentation as described herein.

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GENERAL REQUIREMENTS

1. Confidentiality

Persons allowed access to information in personnel files are:

- The employee himself;
- Human Resource Services office employees with a business need to know;
- Any supervisor in the employee's chain of command with a business need to know;
- Any Department of Correction management employee with a business need to know, e.g., supervisor/manager interviewing an employee for a position;
- Office of Professional Standards (OPS) investigators or individuals acting in an investigative capacity as assigned and approved by the director's office;
- Other government agencies as required by law;
- Any individual given written authorization by the employee;
- Any attorney or legal staff assigned to the Department of Correction with a business need to know.

Note: At no time will any individual (other than HRS staff) be left alone with an employee's permanent file.

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2. Disclosure of Employee Information

All requests for information about current or former employees shall be referred to the HRS office.

Information regarding an employee's employment history, classification, pay grade, longevity table, gross salary, status, and work location is public information.

All other information in an employee's file including but not limited to information regarding sex, race, marital status, birth date, address, home telephone number, correspondence, performance evaluations, background investigation records, disciplinary record, grievances and similar material shall remain confidential.

3. Employee Access to Personnel Record

An employee may, at any time during business hours, review his/her personnel file. A supervisor or employee of the personnel office shall be present while the employee is examining the records.

An employee has the right to request correction, ask for deletion or write a statement of disagreement with any item in the file. File contents will be corrected if found in error.

Employees will be furnished copies of every personnel action affecting their status, pay, tenure, or other terms and conditions of employment including performance evaluations.

4. Removal of Material in Personnel Files

Managers and supervisors will review each of their employees' working file (kept at the work site) after completion of the performance evaluation.

Note: Managers and supervisors shall maintain all originals and copies of performance documentation in accordance with SOP [227.07.01.001](#), *Performance Management*.

A Letter of Reprimand (LOR) retained in the employee's permanent file shall only be removed with the director's approval.

Requests from an employee or a supervisor to remove an LOR from the permanent file shall be forwarded through the organizational chain to HRS. HRS will forward the request to the director. Upon approval, the LOR will be removed from the permanent file but not destroyed. It will be maintained in a separate file designated for this purpose.

5. Separation

Upon separation, the employee working file will be sent to HRS for retention.

REFERENCES

Idaho Code, Sections 74-101 thru 74-126 (Idaho Public Records Law)

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission*, Section 220.01, Employee Service Records

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