

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: PERSONNEL FILES	DATE APPROVED:	EFFECTIVE: Immediately	POLICY NO. 365
	11/21/88	REPLACES:	

The Employee Right To Know Act (Bullard-Plawecki Act) provides that employee personnel files shall be maintained in one location.

The aforesaid act provides guidelines restricting access and content of employee personnel files.

The Calhoun County Board of Commissioners desires to protect the rights of employees.

Any official employee personnel files shall be maintained in the Personnel Office. Personnel records may be kept by a department head if they are in the sole possession of the maker of the record and are not accessible or shared with other persons. However, a record concerning an occurrence or fact about an employee are normally updated to the central personnel files within 72 hours of the action taken but must be updated not later than six (6) months after the occurrence.