

Iowa County, Iowa
Policy Manual

Title: Personnel Files	Reference #: HR008
Subject: Human Resources	Date Effective/Revised: 7/1/16
Department (s): All	Approved By: Board of Supervisors

The following information is to be included in the employee's personnel file. Such documents shall be accessible by the employee consistent with County policy. Personnel files shall include (1) records used in making employment decisions including hiring, promotions, salary increases, disciplinary actions and terminations; (2) records relating to an employee's past and present compensation; (3) records consisting of information provided by, or signed by, the employee; and (4) any non-sensitive personnel information and records.

The following information may be contained in personnel file maintained by the Department Head:

1. Resumes and transcripts of coursework, when required
2. Licenses and registration, when required
3. Employee Policy Review Acknowledgement
4. Performance evaluations
5. Attendance records
6. Disciplinary action (reprimands, suspensions, loss of privileges, etc.)
7. Commendations
8. Training and staff development completed coursework
9. Employee signed documents in general
10. Test scores if used in hiring or promotion
11. Exit interviews upon separation, termination
12. Completed job application form
13. Drug Free Workplace Notice

The following information will be contained in a personnel file maintained by the County Auditor:

1. Employment eligibility form I-9
2. DD-214, if veteran
3. Salary history
4. Leave records
5. Insurance and benefit records
6. Federal and State Tax Withholding records

Employee records will be retained according to legal requirements. Records must remain when the department head changes.