

EMPLOYEE PERSONNEL FILES

This policy is applicable to all Department of Human Services (DHS) employees. An electronic file will be maintained on each DHS employee in the Office of Human Resources.

I. Contents and Accessibility of Personnel Files

- (A) The files are accessible for review by the employee and the employee's supervisor upon request and presentation of a photo ID and necessary forms. Those unable to personally perform the review may indicate a designee via written request that the designee must present along with a photo ID before accessing the file.
- (B) Hiring officials may review the files of job applicants on a hire list by presenting a photo ID and a completed Request for Reviewing Personnel File form. A current or former DHS employee's application for a position with DHS constitutes consent to a review of his or her personnel file by the hiring official. See DHS Policy 1020(III)(Q)
- (C) Employees may receive a copy of their own personnel file upon request with presentation of a photo ID. HR Liaisons and supervisors may receive copies of files after consulting with the Manager of Personnel Processing.