Personnel Records

Objective:	To establish policy and procedure covering access to personnel record information of Tompkins County employees.	**Policy/Procedure Number:**	*02-15*
		Effective Date:	*January 12, 1981*
Reference: *(All applicable federal, state, and local laws)*	Personnel Department; NYS Civil Service Law Section 75 - Removal and Other Disciplinary Action	**Responsible Department:**	*Personnel*
Legislative Policy Statement:		**Modified Date (s):**	*June 1988; July 2, 2008; October 2009*
General Information:		**Resolution No.:**	*09-212*
		Next Scheduled Review:	*October 2012*

I. Definitions:

II. Policy:

The County shall comply with "NYS Civil Service Law, Section 75 - Removal and Other Disciplinary Action."

III. Procedure:

A. Employees may view the contents of their personnel file, by appointment only, in the presence of the Commissioner of Personnel or a designee.

B. Each employee shall be given copies of all performance reviews (see 02-14) that are placed in the employee's personnel file. The employee shall have the opportunity to sign, date and submit a response to the review.

C. The only official personnel file is that kept in the County Personnel Office and only that file may be the basis of disciplinary action.