



COUNTY OF SAN BERNARDINO

NO.

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PAGE 1 OF 1

BY Janet Serros

EFFECTIVE 4/92

STANDARD PRACTICE

APPROVED

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT PERSONNEL RECORDS

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James McReynolds, Director

(Revised 7/94)

## I PURPOSE

To inform Department staff as to County and Department policy and procedures concerning employee personnel records and access to same.

## II POLICY

- A Rule VIII, Section 8, of the County Personnel Rules requires that all Department and County personnel records regarding employees be maintained in confidential personnel files.
- B. Official personnel files (201) are maintained by the Personnel Division, County Administrative Office. These contain all pertinent documents having to do with an employee's status and pay, including applications for all positions held in the County, medical examination results and work restrictions, performance evaluations, letters of commendation or reprimand, notices of disciplinary actions, terminations, etc.
- C. Departmental personnel files are maintained in the Payroll Section. Payroll files include documents relating to internal Department business including payroll records, copies of required state licenses, in addition to medical examination results, work restrictions, performance evaluations, and notices of reprimand or disciplinary action.
- D Employees shall receive a copy of any document placed in the employee's personnel records which is negative in nature.
- E. Access to official personnel records (201) is limited to the Assistant Administrative Officer for Personnel, the appointing authority, the Board of Supervisors, or their authorized representatives.
- F. Access to Department personnel records is limited to the Director, authorized personnel and payroll staff, and supervisors who have a need to see an individual's file.
- G. Employees or their authorized representatives may be allowed to view the employee's personnel records under the terms of the Memoranda of Understanding.

**CROSS REFERENCE LISTING**  
**Personnel Rules and Practices**

See also the DMH Orientation manual, which will be of particular use to new employees on some of these issues.