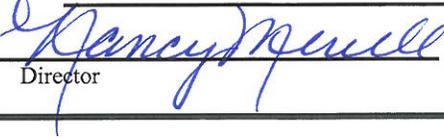


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**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL**

PROCEDURE TITLE: Personnel Records

APPROVALS:


Director

HUMAN RESOURCES
Policy Owner

1.0 PERSONNEL RECORDS

- 1.1** The payroll section shall maintain official permanent records for all employees of the Department. Such records shall include:
1. name,
 2. classification,
 3. work unit,
 4. changes in status,
 5. salary and class,
 6. performance evaluations, and
 7. other such information as may be considered pertinent.
- 1.2** Any employee may at any time review his or her personnel file in the presence of Human Resource staff. All records and information compiled shall be made available to the employee upon the employee's request or that of his or her designated representative who has written authorization for access to such records.
- 1.3** The Human Resource Officer will permit access to an employee's personnel file upon reasonable request from the employee's supervisor or from the director or designee.

2.0 CHANGE OF NAME AND/OR ADDRESS

When the name, home mailing address, home telephone number or emergency notification information of an employee changes, it is the employee's responsibility to notify the payroll section with the change.

3.0 PROBLEM-SOLVING RECORDS

- 3.1** The Human Resource Office shall maintain a department problem-solving file which shall be separate from the employee's official personnel file. This does not preclude certain records or final decisions of a problem solving to be placed in the personnel file.
- 3.2** Access to the problem-solving file shall be limited to the Human Resource Officer or Director.

4.0 DISCLOSURE OF INFORMATION

Payroll receives many requests for information regarding the employees of the Department.

- 4.1** Information regarding a classified employee's employment history, classification

pay grade, step within a pay grade, longevity table, gross salary, status, work place and employing agency is public information.

- 4.2 All other information regarding gender, race, marital status, birth date, mailing address, applications, correspondence, performance evaluations, and similar materials is private, proprietary information will not be released to non-governmental entities without the written consent of the employee.
- 4.3 Employees who apply for loans, insurance, etc., and who wish information released must assume responsibility to furnish the Human Resource Unit with a written authorization.