

Staff Report

for the Regular Meeting of the Board of Directors, August 24, 2016

TO: Board of Directors
FROM: Jana Kolakowski, Human Resources Manager
DATE: August 15, 2016
SUBJECT: Policy - Personnel Files

HUMAN RESOURCES

RECOMMENDATION:

Adopt Resolution No. 2016-30 (Establish Administrative Policy – Personnel Files), as recommended by the Administrative Practices Committee.

BACKGROUND:

Staff has reviewed and updated Policy No. 2298 pertaining to Personnel Files with support of outside counsel. The Administrative Practices Committee has recommended that the Policy be advanced to the Board of Directors for consideration.

BUDGETARY IMPACT:

None.

Attachments (1):

- Resolution No. 2016-30

**ESTABLISHING POLICY FOR ADMINISTRATION –
PERSONNEL FILES**

WHEREAS, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the District’s insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

WHEREAS, such draft policies have been reviewed by the District’s Legal Counsel and found to be in accordance with law.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy as attached, and such policy shall replace and supersede Board and Management Policy No. 5-50 and 5-51 of the Policy Manual, and shall be incorporated herein:

#2298 Personnel Files

BE IT FURTHER RESOLVED, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive policy manual.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 24th day of August, 2016, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Personnel Files
POLICY NUMBER: 2298

2298.1 Employee Access to their Own Personnel File

Current and former employees of the District, or their representatives as designated in writing, may review or request a copy of their own personnel files and payroll records as provided by law. Employees can request the opportunity to inspect or receive a copy of their own personnel file and payroll records by submitting a request in writing to the District's Human Resources Department. The Human Resources Department will acknowledge the request and give an estimate as to when the file or copies will be available.

2298.2 Release of Personnel File Information

Unless otherwise required by law, the only information from the employee's personnel file which will be publicly released is: Employees' name; positions held including job descriptions; salary range and other general terms or limits of compensation; and dates pertaining to the employee's employment.

2298.3 Manager Access to Employee Personnel Files

The following staff members may have access to the employee personnel files in order to conduct the business of the District:

- General Manager
- Assistant General Manager
- HR Manager
- HR Technician

There may be occasions when Department Managers, other than those listed above, may need access to an employee's personnel files. In such event, any request for access shall be submitted to the Human Resources Department and include the reason for which access is being requested. Requests will be reviewed by the Human Resources Manager, who is responsible for determining whether the request is to be granted. If the request is approved, any personnel file documents should be reviewed in the HR Department unless authorized in writing by the HR Manager.

2298.4 Location of Files and Maintaining Confidentiality

Employee personnel files are kept in locked file cabinets in the HR area to maintain confidentiality. Those who have access to view or receive copies of an employee's personnel file should be careful to guard any information they see or have access to. Any copy of a document containing personally identifying information of an employee should be kept by the requesting staff member in a locked

cabinet and subsequently shredded once it is no longer needed. The location of employee personnel files is as follows:

Active Employee Files – HR Technician Office

Retired Employee Files – HR Office

Terminated Employee Files – HR Office

Microfilm Archives – Central Files

2298.5 Change of Employee Status or Information

It is the responsibility of each employee to notify the Human Resources Manager, within five (5) business days of any change in the employee's withholding status, home address, telephone number, name or other such information (e.g. marriage, divorce, change in number of dependents, etc.) that might affect the Department's payroll records and/or other employee benefits such as health and dental insurance benefits.

2298.6 Destruction of Records

All records relating to personnel, including correspondence, applications, examination reports, and all other personnel records, may be destroyed pursuant to the laws of the State of California and the District's Retention Policy as it may be adopted and amended by the Board of Directors.

Adopted: (date) via Resolution No. _____

Revised: