

P.S. 3.08 ACCESS TO PERSONNEL RECORDS

It is the policy of Atlantic County Government to maintain pertinent records and information relating to its employees. The County's official records are those maintained by the Division of Human Resources, Department of Administrative Services.

PROCEDURE:

1. Personnel records are confidential. The following materials, which are part of the New Jersey Department of Personnel records (NJAC 4A:1-2.2) are not confidential:
 - a. An individual's name, title, salary, amount of gross compensation, length of government service, and reason for termination. (See Policy 1.08)
 - b. Data which show conformity with experience, education, or medical qualification required for employment.
 - c. Final order of the Commissioner or Board.
2. Additional information kept in the personnel file shall include employment application, proof of professional or trade licenses held, all New Jersey Department of Personnel transactions affecting the employee, compensation matters, pension status, discipline actions, evaluation and such other vital pertinent information as required by law or regulation.
3. In no event shall detailed EEO complaint information, Workers Compensation process, medical, psychological or psychiatric information be made public or kept in the personnel file.
4. Information which may be detrimental to the employee will not be entered into his/her file unless employee has been furnished with a copy. The employee has the right to respond to the detrimental information, forward a copy to the Department Head and have a copy entered into the employee's personnel file.
5. It is the employee's responsibility to keep the County notified of the following significant changes:
 - a. Address and/or telephone number
 - b. Person to be notified in case of accident
 - c. Legal name change

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- d. Marital status
- e. Number of tax exemptions
- f. Insurance beneficiary
- g. Dependents covered by employees' medical insurance

6. Legal request for name changes must be supported by proof of name change as registered with the Office of Social Security.
7. All employees have the right to inspect and review their own personnel files upon request, during normal hours of business. Employee requests for copies of documents contained in his/her personnel file must be made in writing or in person with at least 24 hours prior notice. Employees shall only review their personnel file in the presence of a staff member of the Division of Human Resources and are not permitted to remove documents from the file or to take the file from the Division of Human Resources.

Collective bargaining representatives must present a signed employee release form to obtain copies of an employee's personnel file or documents.

8. Employees whose duties require access to personnel documents or information must maintain the confidentiality of such. Violators of this confidentiality will be subject to disciplinary action.