



SECTION: HR  
TOPIC: PERSONNEL FILE 01  
GENERAL  
FEBRUARY, 2002

## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: OFFICIAL EMPLOYEE PERSONNEL FILES

1. All official employee personnel files are maintained by the Dane County Employee Relations Division. These files should contain copies of the employee's position description, performance evaluations, notices of reclassification/reallocation, letters of a congratulatory or disciplinary nature pertaining to employment and completed training certificate notes. Information which is not related to an employee's employment with Dane County is not to be kept.
2. The department files will not be indiscriminately shared with anyone except the employee or supervisors in a line-relationship to the employee.
3. Any copies of correspondence of a disciplinary or congratulatory nature which are to be placed in a department file must be sent to the Employee Relations Division for insertion in the employee's official personnel file. A copy indicated "personnel file" or "P-File" will be indicated on this type of correspondence in order to alert the employee to the fact that a copy is being placed in his/her official personnel file.
4. Secret files on employees are illegal and shall not be kept. The employee's official file will be made available upon request by the employee, but such access shall be under close supervision to assure that the file is not altered. Memoranda concerning work performance will be directed to the employee and discussed with the employee prior to insertion in the field office file and submission to the Employee Relations Division's official personnel file. Documentation of a verbal counseling session is acceptable if a copy of the documentation is directed to the employee and a copy is placed in the official personnel file.
5. The supervisor may maintain a departmental file on his/her employees which may include working notes documenting employee performance or any matters which are germane to an employee's employment with Dane County.

**END OF POLICY**