

We are updating the wording on this policy.

PERSONNEL RECORDS

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The Human Resources Director and his/her office will maintain individual records for each employee. This will be the permanent employment record with Scotts Bluff County. It is essential that the employee notify his or her Elected/Appointed Official, or Department Supervisor of any changes in the following personnel information pursuant to state law. The Personnel Action Form will be completed and forwarded to the Personnel Department. (Revised 7/6/21)

- I. Address
- II. Telephone Number
- III. Name Change

Your personnel file contains important information, your job classification, employee benefits, salary and leave history. Personnel records are the property of the County and no information can be taken from the personnel records by any person including the person about which the record is concerned.

These records are confidential and access will be based upon business necessity and strictly limited to the employee, their Elected/Appointed Official, and the Personnel staff. Employees may review their personal file at any time during regular business hours.

~~Inquiries from external sources regarding verification of employment will be provided information regarding the dates of employment, position title and employment classification ONLY, through the Personnel Department, unless previously authorized in writing by the employee.~~

All medical records shall be kept in a separate confidential file from all personnel files.
(Adopted 6/9/97)

Update from Personnel Board Meeting 7/30/26

To protect employee privacy, external requests for employment information will not be provided by any department head or employee other than the Payroll Coordinator.

All employment verification requests must be submitted in writing directly to the Payroll Coordinator and must include the employee's signed authorization. Only dates of employment, position title and employee classification will be provided. Requests that do not include a valid employee signature will not be processed.