

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

<b>ACCESS AND CHANGES TO PERSONNEL FILES</b>			
<b>POLICY NO.</b>	2.13	<b>EFFECTIVE:</b>	01/02/2024

- A. The County Administrator shall maintain the official County personnel files for all employees.
- B. The official personnel file shall be defined as the employment file containing personal and job-related information relevant to the individual's employment with the County.
- C. Personnel files are the property of the County, and the information they contain shall not be disclosed or disseminated except as required by law.
- D. Only officials and representatives of the County who have a legitimate reason to review information in a file are allowed to do so.
- E. Employees are required to provide adequate notice to their Department heads of their desire to be released from work to review their personnel file (the employee does not have to disclose the reason for the request). The employee shall make an appointment with the officer designated the County Administrator to maintain the file to review his/her personnel file.
- F. With reasonable advance notice, employees may review material in their personnel file but only in the presence of the individual designated by the County Administrator to maintain the file.
- G. It is incumbent upon employees to notify the person in charge of maintaining personnel files of any changes in personnel data. Personal mailing addresses, telephone numbers, and names and telephone numbers of dependent individuals to be contacted in event of an emergency, education, accomplishments and other such status reports should be accurate and current at all times.