

MACOMB COUNTY HUMAN RESOURCES POLICY

EMPLOYMENT RECORDS

Each employee's personnel file is maintained in Human Resources and Labor Relations and includes: records pertaining to employment, application materials, salary history, benefit information, disciplinary action and all other pertinent employment information. The Bullard-Plawecki Employee Right-to-Know Act ("the Act") ensures an employees' right to access their own personnel file.

Any employee may review their personnel file in the presence of the Director of Human Resources and Labor Relations or designee. This review will be at reasonable intervals, generally not more than two (2) times in a calendar year, during normal hours of operation. An employee may request and obtain a copy of information contained in their personnel file, at the approved cost of duplicating such material, except for those items exempted by the Act.

When an employee changes their name, marital status, dependent status, telephone number, address, tax exemptions, benefit information (within 30 days of qualifying event), etc., they must contact Human Resources and Labor Relations as soon as possible so that the necessary process can be completed and the change implemented. It is the employee's responsibility to keep Human Resources and Labor Relations informed regarding changes in employee information. Failure to promptly notify Human Resources and Labor Relations with updated information may result in loss, denial or delay of benefits or privileges, as well as the repayment of eligible costs.

Approved:



Office of County Executive

5-17-22
Date

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