

Category: 300

Number: 336

Subject: **PERSONNEL RECORDS AND TRANSACTIONS**

1. **PURPOSE:** The purpose of this policy is to regulate the maintenance of personnel records and transactions in an effort to improve the quality of personnel administration in the County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 **Personnel Division.** The Personnel Division in the Office of the Controller shall have responsibility for establishing, maintaining, and coordinating all necessary personnel records. The Division shall advise and assist Department Heads on all personnel transactions and records systems and procedures.
 - 6.2 **Department Heads.** Department Heads shall initiate and process personnel transactions affecting their employees in accordance with established systems and procedures.
 - 6.3 **Record Review.** Employees are encouraged to review their personnel files in the Controller's Office periodically to insure that data such as beneficiaries, dependents, addresses, and other data are current. Appointments to view personnel files may be scheduled through the Personnel Division.
7. **ADMINISTRATIVE PROCEDURES:** NONE
8. **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002