

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE XVI**

Title: **PERSONNEL RECORDS AND REPORTS**

I. PURPOSE AND SCOPE

To provide a system for establishing and maintaining such personnel records and reports as may be required by law.

II. DEFINITIONS AND REFERENCES

- A. Florida Statute 119, Public Records
- B. Florida Statute 112.21(1), Deferred Compensation
- C. Florida Statute 17.026(5), Direct Deposit

III. CONFIDENTIALITY OF PERSONNEL RECORDS

The records of the Office of Human Resources are considered confidential, with access limited to authorized persons, except those records which are declared by law to be open to public inspection.

IV. EMPLOYEE RECORDS

The Office of Human Resources Director is designated as the official custodian of all records pertaining to an employee's appointment, advancement, tenure and separation from the County Service.

V. CHANGES IN PERSONNEL INFORMATION

- A. Supervisory personnel should notify employees of the importance of keeping their personnel records current. The Office of Human Resources should be notified immediately of any changes in;
 - 1. address or telephone number,
 - 2. name(s) of beneficiary,
 - 3. number of dependents,
 - 4. marital status, and/or
 - 5. name, address and telephone number of individual to be notified in case of emergency.
- B. Final responsibility for providing correct information and timely changes rests with the employee.

VI. UNIT RECORDS

Each organizational unit shall maintain such records as may be necessary to verify employee attendance and eligibility for pay or other records as may be required by law and provide the Office of Human Resources Director access to such records when necessary.

VII. AUTHORIZED RELEASE OF INFORMATION

Employees may authorize the Office of Human Resources to release personal and payroll information to banks, lending institutions, insurance firms, etc., for the purpose of securing a loan for purchase of a home, automobile, appliance or other purpose. Such authorizations should be made in writing to the Office of Human Resources. Employees shall authorize the Office of Human Resources Director access to medical, previous employment, military or any other information necessary to determine the employee's fitness for appointment or continuation of employment.

VIII. INSPECTION OF PERSONNEL RECORDS

Requests to inspect personnel records of County employees will be handled in accordance with the provisions of Chapter 119, Florida Statutes.

IX. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 08/01/96