



Inspection of the Personnel File

Section: Human Resources	Attachment(s): <ul style="list-style-type: none">Request to Inspect Personnel File
Policy #:	
Effective Date:	
Adoption Date: 04/24/1997	
Revision Dates: 07/02/2015, 10/29/2019	
Issuing Department: Centre County Office of Human Resources	
Responsible Officer: Human Resources Director	
Required Review Period:	

Section 1: Policy Statement

Centre County Government affords all County employees the right to access their personnel files in accordance with the provisions of Pennsylvania Act 286; and ensures protection of personnel files from unauthorized or inappropriate access.

Section 2: Overview

The Pennsylvania Inspection of Employment Records Law, 1978 Act 286, is the basis for the provisions contained in this policy. This law authorizes an employee to inspect certain personnel files of his/her employer. Enforcement of the provision of PA Act 286 fall under the auspices of the PA Bureau of Labor Standards of the Department of Labor and Industry.

Section 3: Provisions

Personnel files contain important job-related documents and are maintained for each Centre County employee in the Office of Human Resources (HR). This policy establishes the process to be used by an employee who wishes to review the contents of their file. Medical records, Immigration Form I-9s, and motor vehicle reports will not be found in an employee's personnel file.

Section 4: Procedures

Files may be inspected according to the following procedures.

When files may be inspected:

- Personnel files may be inspected during the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday, excluding established County holidays.
- Personnel files may be inspected only in the Centre County HR Office.
- If the file is to be inspected during the employee's regular work hours, he/she must secure the department head's approval to be absent for this purpose.

Request to Inspect Personnel File:

- The employee shall complete in full a Request to Inspect Personnel File form and forward it to the HR Office.
- This form must be received by the HR Office no less than three (3) work days prior to the requested date of inspection.
- The Director of HR shall review the request, determine that the file contents to be inspected are authorized under the Act, and confirm the appointment with the employee.

Inspection of the Personnel File

- Personnel files shall be inspected within the HR Office and in the presence of the HR Director or designee.
- Employees are not permitted to remove, photograph, scan or copy the personnel file or any portion thereof. The employee may make notes of the contents under inspection.
- In the event the employee determines there is an alleged error in the personnel file contents being inspected, he/she may enter a counter-statement in the file or request, in writing, the removal or correction of the specific item(s). This request shall specify the reason(s) for correction or removal.

Frequency of Inspection

- Employee inspection of his/her personnel file shall be limited to one (1) inspection per calendar year. If the employee has reasonable cause, he/she may request, in writing, additional inspection of his/her personnel file. This request shall be forwarded to the HR Director.

Section 5: Definitions

Employee: Any person currently employed, laid off with reemployment rights or on leave of absence. The term "employee" shall not include applicants for employment or any other person.

Personnel File: The contents of a Centre County Employee Personnel File will contain any application for employment, wage or salary information, notices of commendations, warnings or disciplinary actions, authorization for a deduction or withholding of pay, fringe benefit information, leave records, employment history with the County, including salary information, job title, dates of changes, retirement record, attendance records and performance evaluations. It will not contain medical records, documents prepared for use in civil, criminal or grievance procedures, or letters of reference.

Related Policies:

Privacy and Confidentiality Policy

Repealer and Severability:

All prior policies and/or directives or parts of policies and/or directives that are contrary to the provisions of this policy are hereby repealed to give this policy full force and effect.

If any section, clause, sentence, provision, or any part of this policy is held to be invalid or unconstitutional, the remaining sections, clauses, sentences, or parts not included therein, will remain in full force.

Exception to this policy may only be granted by the Board of Commissioners.

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