

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE: PERSONNEL**

**POLICY 3.11: Employee Personnel and Medical Records PAGE 1 OF 4**

**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) shall maintain an accurate and confidential personnel and medical record for each employee **(3-JDF-1C-19) (2-7027) (2-7041)**. The Director shall ensure the confidentiality of employee personnel and medical records. The Director shall ensure that employees are provided access to their personnel and medical records and that they have the right to challenge information in their personnel records **(3-JDF-1C-20)**.

**II. DEFINITIONS:**

- A. **Official Personnel Record:** An accurate and confidential record of an employee's job history, including important information relating to that history, which is established and maintained by the Human Resources Manager (HRM) **(2-7041)**.
- B. **Employee Medical Record:** A separate employee record containing all of the medical information relating to the employee during their term of employment, which includes, but is not limited to, results of pre-employment medical exams, results of tuberculosis tests, documentation pertaining to any requests for accommodation or leave related to a qualifying medical condition, and records related to any work-related injury or claim. This record is established and maintained by the OCJB Medical Unit **(2-7041)**.
- C. **Mandatory Acknowledgments:** Signed receipts from employees that indicate receipt of and an agreement to abide by policy updates, mandatory rules, and regulations **(3-JDF-1C-02)**.

**III. PROCEDURE:**

- A. The HRM shall establish and maintain a permanent, separate, and confidential personnel record for each employee. The employee's official personnel record shall contain, but not be limited to, the following **(2-7041) (3-JDF-1C-19)**:
  - 1. Application for employment;
  - 2. Social security number;
  - 3. Identification documentation;

4. Veteran status (Form DD-214), if applicable;
  5. Employment letters of reference;
  6. Résumé;
  7. Academic transcript;
  8. Pre-employment paperwork (e.g., new hire packet, direct deposit information, tax information, etc.);
  9. Wage and salary information;
  10. Job performance evaluations;
  11. Commendations;
  12. Disciplinary actions, if any;
  13. All mandatory acknowledgments including, but not limited to:
    - a. "Receipt of Manuals," Attachment A (2-7012) (3-JDF-1C-02);
    - b. "Compensatory Time Off for Overtime Agreement," Attachment B;
    - c. "Oath of Office and Loyalty Oath," Attachment C (2-7040);
    - d. "Harassment Free Commitment," Attachment D (2-7032-1);
    - e. "Acknowledgement of Receipt of Policy 3.19" Attachment B of Policy 3.19, "Employee-Supervisor Relations and Grievances;"
    - f. "Acknowledgement of Receipt of Policy 3.21," Attachment A of Policy 3.21, "Code of Ethics/Employee Conduct;"
    - g. "Acknowledgement of Receipt of Policy 3.24," Attachment A of Policy 3.24, "Use of Internet/Email/County Computers and Confidentiality;" and
    - h. "Acknowledgement of Receipt of Policy 3.26," Attachment A of Policy 3.26, "Drug-Free and Smoke-Free Workplace."
  14. "Personnel Record Summary Sheet," Attachment E, which tracks and summarizes personnel actions;
  15. Signed and dated job descriptions for current and all previous positions; and
  16. Homeland Security documents (e.g., Form I-9) showing proof of citizenship, work visa, etc.
- B. All employee personnel records shall be maintained in a secure area with locking devices to prevent unauthorized entry. The records shall be stored in fire resistant cabinets.
1. All information maintained in the employee personnel record shall be considered confidential and may only be released with written consent of the employee. Any employee or official who discloses unauthorized information of a confidential nature obtained from another employee's personnel file may be subject to discipline, up to and including termination of employment. This restriction does not include review of the material by

authorized personnel. Such authorization for review is limited to those with a legitimate business reason for access to the records, namely the Director, the Human Resources (HR) Department, the Internal Affairs Department, Department Heads, the District Attorney's Office for Oklahoma County, the employee's department head or supervisor, and governing body officials (e.g., ACA auditors) whose duties require an understanding of the background and qualifications of the employee.

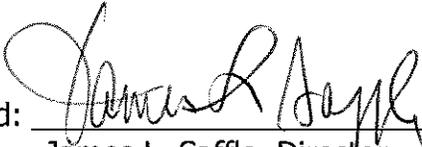
2. When it becomes necessary to remove an employee's personnel record from the HR secure area, the record shall be checked out from an employee in the HR Department, in writing, and be authorized for removal as in III. B. 1.
- C. Employee medical records will be established and maintained by the OCJB Medical Unit. Employee medical records shall be maintained in a physically secure area with locking devices to prevent unauthorized entry. Employee medical records shall be kept separate from all employee personnel records **(2-7041)**. These records shall be considered confidential and the information may only be released upon receipt of written authorization by the employee or their authorized designee. This restriction does not include review of the material by authorized personnel with a legitimate business reason for access to the records. Legitimate business reasons include, but are not limited to, medical and building emergency coordination, when first aid is to be administered, when the need arises for reasonable accommodation or prescribed work restrictions, authorized agencies investigating compliance with state or federal laws, and when information is required for worker's compensation claims.
- D. Employee review and/or challenge **(2-7042)**:
1. Employees are encouraged to review the contents of their personnel records periodically, during regular business hours, to ensure that the information is accurate and complete. Employees shall submit a written request to the HRM at least two (2) business days in advance of a personnel record review.
  2. All employee reviews of their personnel records shall be conducted under visual observation of an HR employee.
  3. When employees challenge any information contained in their personnel record and request to have it corrected or removed if proven to be inaccurate or misleading, the following actions occur **(3-JDF-1C-20) (2-7042)**:
    - a. The employee shall submit a written statement to the HRM describing the information to be challenged and the reason

why the information is believed to be incorrect or misleading;

- b. The HRM shall examine the information in question and submit a written recommendation to the Director and provide a copy to the employee; and
- c. Following the review of the statement provided by the HRM, the Director shall meet with the HRM and Department Head to determine the appropriate action to take, and the Director shall notify the employee within thirty (30) days of their findings from one of the responses listed below:
  - i. The challenged information has been proven accurate and will remain in the file;
  - ii. Portions of the challenged information have been proven accurate and will remain in the file;
  - iii. The challenged information has been proven inaccurate and shall be removed from the file; and/or
  - iv. The challenged information has been proven inaccurate shall be corrected.

E. Closure and Updates of Employee Personnel and Medical Records:

- 1. Upon termination of employment, a terminated employee's records shall be removed from active records and placed with inactive records in the HR secure area. Inactive records shall be maintained for a period five (5) years after termination of employment or finalization of any legal action, according to legal requirements.
- 2. Employees shall notify the HR Department in writing of any changes in home address, contact telephone numbers, marital status, or change in dependents immediately in order for the terminated employee to receive future correspondence.

Approved:  \_\_\_\_\_ 1/11/16  
James L. Saffle, Director Effective Date

Attachments: Attachment A, "Receipt of Manuals"  
Attachment B, "Compensatory Time Off for Overtime Agreement"  
Attachment C, "Oath of Office and Loyalty Oath"  
Attachment D, "Harassment Free Commitment"  
Attachment E, "Personnel Record Summary Sheet"

Honorable Lisa Tipping Davis  
District Judge  
Juvenile Division



James L. Saffle  
Director

**OKLAHOMA COUNTY JUVENILE BUREAU**  
*"Providing Opportunities for Success"*

**RECEIPT OF MANUALS**

I, \_\_\_\_\_, understand that by my signature, I am acknowledging that I have received a copy of the Oklahoma County Employee Handbook – effective September 1, 2013.

I know and understand that this handbook contains policies regarding conduct and standards to be followed as an employee for Oklahoma County. I further understand that I am responsible for reading and understanding the policies and procedures contained in this manual. I also understand that a copy of this manual is available in the Human Resources Manager's office, and that I should contact that office with any questions I have regarding these policies. I also understand that I will be provided copies of all future policy/procedure/resolution revisions and that I will be responsible for reading and understanding those documents and for updating my manual with said revisions.

Finally, I understand that this signed statement will be a permanent record in my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Distribution: Personnel File (Original)

Honorable Lisa Tipping Davis  
District Judge  
Juvenile Division



James L. Saffle  
Director

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**COMPENSATORY TIME OFF FOR OVERTIME AGREEMENT**

I, \_\_\_\_\_, have read, understand and have in my possession, Oklahoma County Elected Official's Employee Personnel Policy Handbook. I agree as a condition of employment to follow the policies in this handbook, and if there is at any time something that I do not understand, I agree to ask a County representative.

I further understand that if I am an employee who is entitled to overtime pursuant to the Fair Labor Standards Act, I will be paid compensatory time off in lieu of cash overtime payment as provided in the Oklahoma County Elected Official's Employee Personnel Policy Handbook.

I further understand that this signed statement will be a permanent record in my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Distribution: Personnel File (Original)

Honorable Lisa Tipping Davis  
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**OATH OF OFFICE (51 O.S. § 2)**

"I \_\_\_\_\_ do solemnly swear (or affirm) that, I will support, obey and defend the Constitution of the United States and the Constitution of the State of Oklahoma, and will faithfully discharge the duties of my office with fidelity; that I have not paid, or contributed, either directly or indirectly, any money or other valuable thing, to procure my nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not, knowingly, violated any election law of the state, or procured it to be done by others in my behalf; that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law, and I further swear (or affirm) that I will not receive, use or travel upon any free pass or on free transportation during my term of office."

**LOYALTY OATH (51 O.S. § 36.2a ~ 36.3)**

"I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am an employee of the Oklahoma County Juvenile Bureau, located at 5905 North Classen Court, Oklahoma City, Oklahoma 73118."

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Public, or other officer authorized to administer oaths or affirmations.

Commission # \_\_\_\_\_

Commission expiration date \_\_\_\_\_

\_\_\_\_\_  
Agency, Authority, Commission, Department, or Institution

\_\_\_\_\_  
Address, City, and Zip Code

\_\_\_\_\_  
Name of Officer or Employee (Please print)

Distribution: Personnel File (Original)

## Oklahoma County Harassment Free Commitment



- ❖ I will demonstrate a commitment to enhancing a positive work environment free of harassment throughout Oklahoma County.
- ❖ I will respect the gender, racial, ethnic, and religious and age difference of employees and citizens.
- ❖ I will treat others with respect and dignity.
- ❖ I will refrain from using language, or engaging in conduct or behavior that may be offensive, including but not limited to jokes, or in appropriate comments or remarks based on gender, race, nationality, ethnicity, religion, disability, sexual orientation, or age.
- ❖ I will immediately report to my immediate supervisor or to an Oklahoma County Human Resource representative or any elected official, any incident that may constitute verbal or physical conduct leading to discrimination or harassment on the basis of gender, race, nationality, ethnicity, religion, disability, sexual orientation or age.
- ❖ I have received a copy of the Oklahoma County Employee Handbook from my Supervisor or Human Resource representative or will obtain a copy and have read and understand the Oklahoma County policy on Harassment and Discrimination. (Copy of current Harassment policy from Handbook dated September 2013 has been provided to me for training purposes.) Realizing the consequences of any such behavior could result in disciplinary action and possible termination of employment.
- ❖ I will cooperate with Oklahoma County in the investigation of any incident of harassment or discrimination.
- ❖ I will not retaliate or threaten to retaliate against anyone making a complaint of harassment or discrimination.
- ❖ I will always conduct myself in an appropriate, professional and harassment free manner.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
**PRINT** Employee Name

