



LARAMIE COUNTY GOVERNMENT

TITLE Personnel Records	APPROVAL DATE 8/15/1995
SECTION Employment	REVISION DATE 12/20/2016

Access to Personnel Records

Laramie County maintains the official personnel file on each employee, which shall contain the originals of the job application, resume, documentation of performance appraisals and salary changes, classification and status changes, disciplinary actions, sign-up forms, and other official personnel actions, as well as training, and required licenses and credentials. Personnel files are the property of Laramie County, and access to the information they contain is restricted. Only supervisors and management personnel of Laramie County who have a legitimate reason to review information in a file are allowed to do so.

Employees shall have access to their personnel records upon providing proper identification and reasonable time for the Human Resource Office to gather the records. An employee may view his or her personnel records by contacting the Human Resource Office during normal business hours. Employees shall be permitted to inspect their own personnel records in the presence of a Human Resource Office employee. An employee may request a copy of the documents in their personnel records upon making a written request and providing the appropriate written authorization subject to payment of a nominal and reasonable charge for retrieval and administrative costs.

A third party may be given access to an employee's personnel records upon providing a signed release from the employee.

An employee may not alter or remove any document in his or her personnel records. No document shall be removed or altered without approval of Human Resource Office or designated representative.

Supervisors in the chain of command shall be granted access to personnel records only on a need to know basis and in the course of performing their job functions in accordance with W.S. § 16-4-203 Public Records Act.

In the event of a subpoena or court order for an employee's personnel records, the Human Resource Office shall consult legal counsel within the County Attorney prior to response to such request.

Verification of Employment

Information concerning an employee's or former employee's name, title, gross salary, hire date and separation date shall be considered public information for a reference check.



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Record Maintenance

The Human Resources Office shall be the custodian of official secured central personnel files, with documentation of official personnel actions. Any records not contained in the official personnel files are not official personnel records of Laramie County Employees. The official personnel files are "personnel files" covered by W.S. 16-4-203(d)(iii) of the Wyoming Public Records Act. The custodian shall maintain Personnel Records according to W.S. 16-4-201 through 16-4-205 of the Public Records Act. Exception: Sheriff's Department Personnel Records may be kept at the Sheriff's Department.

Requests for Detailed Pay Information

Payroll records such as W-2, paystubs and detailed payroll verifications should be directed to Finance in the County Clerks Office.