

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	1 – HUMAN RESOURCES RECORDS	REVISED: 5/22/24

Human Resources records are maintained for all employees in accordance with NJCSC regulations and are considered confidential in nature. However, some information is open to the public according to the provisions of NJAC 4A:1-2.2 including an individual's name, title, salary, compensation, dates of government service, reason for separation and information on specific educational or medical qualifications required for employment.

Furthermore, salary and related information will be furnished to persons or lending institutions that are authorized by the employee and provide a written request to the Human Resources Department. In cases of telephone requests, the Human Resources Department will only confirm employment and information they already have. All new requests must be confirmed by writing.

References may also be provided to persons that have written authorization from the employee. However, the County reserves the right to refrain from giving any references it deems inappropriate.

Only an employee or an authorized representative of the employee or governmental representatives in connection with their official duties may see an employee's personnel file. Employees whose duties require access to personnel documents or information must maintain the confidentiality of such. Violators of this confidentiality will be subject to disciplinary action or termination.

Records relating to any medical condition will be maintained in a separate file.

After making an appointment and with reasonable notice, employees shall only be permitted to review their human resources file in the presence of a member of the Human Resources Department and are not permitted to remove documents from the file folder or to take the file folder from the Human Resources Office. Employees are not permitted to write on, mark up or cross out any information contained in the personnel file. However, employees may wish to make copies of the documents contained in their folder; these copies are subject to the following charges in accordance with the New Jersey Open Public Records Act:

For letter & legal size copies Pages 1 through 50 are free of charge, all pages over 50 are \$0.01 (one cent) per page. Over-sized copies are \$0.40 (forty cents) per page, cassette tapes are \$0.70 (seventy cents) each, and compact discs (CD's) are \$0.35 (thirty-five cents) each. Special charges may apply for certain requests.

Employee:

Must make an appointment in advance with the Human Resources Department to see his/her records.