

SECTION 3
POLICIES AND PROCEDURES ADMINISTRATION

- A. APPLICABILITY:** These rules apply to all departments and employees holding career service positions with Tooele County. Additionally, county employees holding positions designated as exempt from career service are covered by the provisions expressly applicable and policies regarding: discrimination; standards of conduct; drug-free workplace; incompatible outside activities; political activity; sexual harassment; employment of relatives; and usage of electronic communication devices and services. Notwithstanding the foregoing, rights of appeal and procedural protections contained in these policies and procedures are not applicable to exempt career service employees, who may be terminated at any time for any reason.
- B. THE COUNTY COMMISSION:** The County Commission shall exercise control over personnel through the adoption of the county budget, the pay plan, personnel policies and procedures, and related ordinances or resolutions.
- C. DEPARTMENT HEADS AND ELECTED OFFICIALS:** Department heads and elected officials may establish rules for the efficient and orderly administration of their departments. Such rules shall be consistent with and serve as a supplement to the county's personnel policies and procedures. Department heads and elected officials have the responsibility to direct and manage their own employees in compliance with these rules.
- D. HUMAN RESOURCES DIRECTOR:** The Human Resources Director is responsible for directing and coordinating the personnel activities of the county to assure compliance with applicable federal, state, and county personnel management laws, regulations, and ordinances. In addition, the Human Resources Director shall have the authority to hire, subject to the approval of the County Commission, such staff as shall be necessary to perform the duties and responsibilities of the office. The Human Resources Director shall maintain such records as are necessary for the proper administration of the county's policies, procedures, and personnel programs.
- E. PERSONNEL RECORDS:** The official personnel record of each employee shall be kept in the Human Resource Department.
1. An individual personnel record may be kept in the department to contain copies of items recorded in the official record and other materials as required by the department management. Any such individual record shall be subject to the rules governing personnel records.
 2. An employee has the right to review the contents of his or her personnel record in the Human Resource Department or their own department and may challenge any information in the official personnel record. Additionally, an employee may provide rebuttal comments to be attached to original documents where the employee believes appropriate. Such rebuttal comments must be restricted to the document in question.
 3. Personnel records shall be private data and available for review only to the employee and users authorized by law or as determined by the Human Resources Director to have a

legitimate “need to know.” A record of those reviewing personnel records and information, other than Human Resource Department staff, shall be maintained together with the reason for the access to the records.

4. Request for confirmation of current or terminated employees shall be directed to the Human Resource Department.