



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-009
SUBJECT: OFFICIAL EMPLOYMENT RECORDS	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 12/08/83
TO BE PERFORMED BY: MLK OPC/HUMAN RESOURCES	REVIEWED DATE: 04/26/17 REVISED DATE:

PURPOSE

To provide uniform guidelines for the organization, transfer, confidentiality, retention, and other requirements for official employment files of Martin Luther King, Jr., Outpatient Center employees.

POLICY

The Official Employee file shall be the official repository of documents that chronicle the employee’s employment history, including all appointment transactions, employment status, compensation, benefits, performance evaluations, discipline, transfer, reassignments, training, experience and separation from County service.

DHS Human Resources is the legal custodian of employment records for the MLK OPC and shall be responsible for the maintenance and security of official folders of each employee during their period of employment within the MLK OPC campus. All employment files are the sole property and responsibility of Los Angeles County. No official employment file, or its contents, is ever considered to be the property of the subject employee.

Federal and state privacy laws provide that employment records are confidential. Payroll records and Personnel, industrial injury/medical leaves of absence, and occupational health files are maintained distinctively, in isolation from each other, in locked storage cabinets with restricted access.

Refer to MLK OPC Policy and Procedure No. 04-043, Non-County Workforce Members regarding the retention of files for Non-County Workforce Members.

PROCEDURE

- Official File Location
 - The official file is located at DHS-Human Resources, File Management 5555 Ferguson Drive, Commerce, CA 90022.
- File Access
 - Access to personnel files is available Tuesday through Thursday, 8:00 a.m. – 4:00 p.m. at DHS Human Resources, File Management, Suite 120-15, 5555 Ferguson Drive, Commerce, CA 90022. ID must be presented to obtain access to files.
- Official employment records (e.g., personnel file, payroll records, industrial injury/medical file and Occupational Health file) will be retained in an active status while the subject individual has status as an in-service employee.

- Following separation from County service, the official employee records will be filed as “out-of-service” and retained for a period of five (5) years. After five years of inactivity, such records shall be destroyed; except that:
 - Industrial Injury files will be retained indefinitely for those employees who have future medical coverage for claims resulting from injuries sustained during employment.
 - Out-of-service records will be retained for those employees who have pending litigation in which the County of Los Angeles and/or MLK OPC or their employees who are named as defendants.
 - In the event of transfer/reassignment to another County department within ten (10) business days, all official employment records (e.g., personnel file, payroll records, industrial injury/medical file and Occupational Health file) of the subject employee will be forwarded to the jurisdictional Office of Human Resources to the attention of the named custodian of official employment records.

Correction of/or removal of Documents

Material may be removed from an official employment file, or sealed, according to the provisions of a governing Memorandum of Understanding, to correct an inadvertent placement of a document, or pursuant to a settlement agreement, or order of the Civil Service Commission, Employee Relations Commission or upon order of a jurisdictional court.

Reproduction of Material

- Any information in an employment (official personnel) file that is reviewable by the employee may be reproduced for use by the employee’s department, by the employee or, with the employee’s authorization, for their authorized representative. Reproduction shall be made by authorized staff of the DHS Office of Human Resources only.
- The cost of reproducing material requested by an employee or their representative will be charged to the employee. The cost of reproducing an entire employee personnel file will be disclosed by DHS Office of Human Resources, upon request.

Document Review

An employee and/or his/her representative, has reasonable access to review his/her personnel file. Access to personnel files is available Tuesday through Thursday, 8:00 a.m. – 4:00 p.m. at DHS Human Resources, File Management, Suite 120-15, 5555 Ferguson Drive, Commerce, CA 90022. ID must be presented to obtain access to review files.

AUTHORITY:

Los Angeles County Department of Health services – Policy 210
 Los Angeles County Code, Title 5 – Civil Service Rule 20.10
 Applicable Memorandum of Understanding (MOU)

NOTED AND APPROVED:

 Cynthia M. Oliver, Chief Executive Officer

 Date

 Ellen Rothman, M.D., Chief Medical Director

 Date

 Lessie Barber, Nursing Director

 Date

Signature(s) on File.