

Camden County Library District Policy Manual

Section 1. Employees

Subsection 39. Personnel Records and Administration

The task of handling personnel records and related personnel administration functions has been assigned to the Assistant Director for Business Management

Personnel File

Keeping the personnel file up-to-date is important to employees with regards to pay, deductions, benefits, and other business matters. Employees should notify the Assistant Director as soon as possible if there is a change in any of the following:

- legal name
- home address
- home or cell phone number
- person to call in an emergency
- number of dependents
- marital status
- military status
- exemptions on a W-4 form
- training or educational certificates or degrees

Employees may see information kept in their personnel file and may make copies of all documents in the file.

Medical Records File

The library keeps a medical records file sealed in an envelope for release to paramedics in case of an emergency. This is entirely voluntary and should be kept up to date. Please check this file once a year for currency.