



Cochise County Judicial System

Policy Title: Department Supplemental Personnel Policies and Personnel Records

Policy Number: 5003

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Supplemental Personnel Policies

The Cochise County Judicial System (CCJS) does not preclude Department Directors from establishing and implementing personnel policies/ procedures pertaining to their departments. Employees are responsible for knowledge of and adherence to both. Proposed supplemental personnel policies shall be submitted to the judicial merit committee and reviewed for consistency with these rules, then submitted to the Presiding Judge for approval.

II. Personnel Records

Personnel records shall be established and maintained in a manner designed to protect the privacy of all concerned. The official personnel file shall be maintained by Judicial Human Resources. All official records are considered property of the CCJS. Working files are to be maintained in the office of each CCJS department.

A. Official Personnel File

The Official Personnel File should contain the following:

- Employee's application showing name and social security number;
- Employee emergency information;
- Personnel action forms and supporting documentation (records of hire, promotion, termination, etc.)
- Immigration and Nationalization Service (I-9) form
- Security clearance forms including fingerprint cards and criminal history checks;
- Performance appraisal forms;
- Request for outside employment;
- Documentation of all formal disciplinary actions;

B. Supervisor's Working File

The Supervisor's Working Files maintained by each department of the CCJS shall include:

- Employee's application;
- Pre-employment background investigation documents;

- Personnel action forms and supporting documentation (records of hire, promotion, termination, etc.)
- Performance appraisal forms;
- Letters of commendation;
- Documentation of all formal disciplinary actions;
- Work selection schedules;
- Requests for outside employment;
- Loyalty oath;
- Conditions of employment
- Any other information deemed necessary by the Department Director, or designee, to document employee performance and/or compliance with job requirements.

C. Benefits-related Records.

Benefits-related records will be maintained by the Cochise County Department of Human Resources.

D. Worker's Compensation Records

An employee's worker's compensation records and accident/injury reports shall be kept in a confidential medical file.

III. Public Records Requests

Documents that are public record shall be separately maintained and disclosed to individuals providing reasonable identification. Per Arizona Supreme Court Rule 123, the following guidelines will be followed when public records requests of personnel records are made:

A. Employee Records

Records maintained concerning individuals who are employees or who perform volunteer services are closed except for the following information:

1. Full name of individual;
2. Date of employment;
3. Current and previous job titles and descriptions, and effective dates of employment;
4. Name, location and phone number of court and/or office to which the individual has been assigned;
5. Current and previous salaries and dates of each change;
6. Name of current or last known supervisor; and
7. Information authorized to be released by the individual to the public unless prohibited by law.

B. Applicant Records

Unless otherwise provided by law, records concerning applicants for employment or volunteer services are open to the public, after the names, home addresses, telephone

numbers, social security numbers, and all other personally identifying information have been redacted, except that the names of applicants who are final candidates shall be disclosed.

C. Requests for Closed or Confidential Records

Per Arizona Supreme Court Rule 123, closed or confidential records as referenced in this rule pertain to records that members of the public may not inspect, obtain copies of, or otherwise have access to such records unless authorized by law.

Documents not of public record shall be protected from access by persons other than the following:

1. The Presiding Judge or designee;
2. The Department Director of the respective employee's department;
3. The employee. Departments shall provide an opportunity for each employee to review their personnel records in the presence of authorized staff. Employees shall be provided with copies of individual personnel records upon request;
4. Law enforcement in the course of their duty when required, and only after presentation of proper identification or a subpoena;
5. Internal, state and federal auditors, in the course of their duty when required, and only after presentation of proper identification and notification of the audit.