

RESOLUTION 2003-3

OF THE

SOUTHWEST KANSAS GROUNDWATER MANAGEMENT DISTRICT

WHEREAS, the Southwest Kansas Groundwater Management District #3 (GMD3) is a body politic and was incorporated on March 23, 1976 under the provisions of K.S.A. 82a-1028 Groundwater Management District Act and therefore shall have the power to:

(n) adopt administrative standards and policies relating to the management of the district which are not inconsistent with the provisions of article 10 of chapter 82a of the Kansas Statutes Annotated, and amendments thereto, or the Kansas water appropriation act; and

WHEREAS, (GMD3) is required to keep accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations, to keep benefits information up-to-date, and to make certain that important mailings reach all employees; and

WHEREAS, GMD3 considers the information in employment records to be confidential; and

WHEREAS, all current employees will be permitted to review their personnel files at reasonable times with reasonable notice; and

WHEREAS, access to an employee's medical file is extremely limited and based on a need-to-know-only basis; and

WHEREAS, in addition to a general personnel file, GMD3 maintains a separate medical file for each employee; and


WHEREAS, GMD3 will only verify dates of employment and job titles to outside agencies and/or individuals inquiring by telephone and no other information will be given out about an employee without written authorization from the employee, except what is required to comply with the law; then

THEREFORE, be it resolved by this Board of Directors that all requests for information pertaining to or directly from these employment records and/or information pertaining to an employee, past or current, must **only** be handled by the Executive Director and/or the person designated by the Executive Director to be the open records officer.

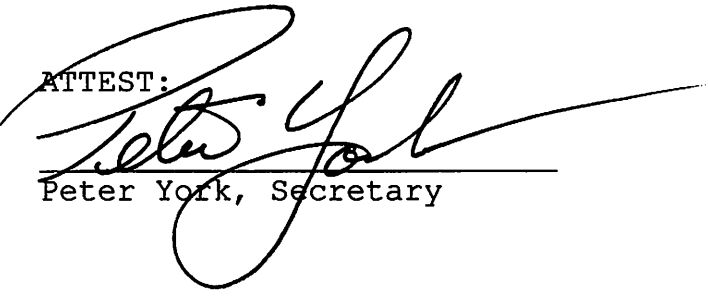
FURTHER, Employees must inform GMD3 of any necessary updates to their personnel file such as a change of address, changed

telephone numbers, emergency contact, marital status, number of dependents, or military status. Employees should also inform their supervisor of any outside training, professional certifications, education, or any other change in status.

Adopted this 9th day of April, 2003


~~Brant Peterson, President~~
Kent Dunn, Vice President

ATTEST:


Peter York, Secretary