

FILED

APR 29 2023

ORDINANCE NO. 25-7

COUNTY & PROBATE COURT CLERK

AN ORDINANCE TO AMEND THE COUNTY EMPLOYMENT/PERSONNEL POLICY TO INCLUDE A POLICY ON PERSONAL IDENTITY INFORMATION (PII)

WHEREAS; The Craighead County Quorum Court recognizes the importance of maintaining the confidentiality and security of Personal Identity Information (PII) as part of its commitment to protecting the personal data of those who serve and work on behalf of the county.

SECTION 1. The following policy shall be adopted and permanently incorporated into the Craighead County Employment/Personnel Policy and Handbook, under Section 14. Personnel Policies – J. Personal Identity Information (PII) Policy:

J. Personal Identity Information (PII) Policy:

Craighead County recognizes its responsibility to safeguard the Personal Identity Information (PII) of individuals performing tasks on behalf of the County. This policy applies specifically to sensitive documents containing PII that are exchanged between Human Resources and county employees who are either in the onboarding process or making changes to their onboarding information or employment status.

Definition of PII:

PII is defined as unique personal identification information or data, including:

- Social Security Numbers (or their equivalents issued by governmental entities outside the United States).
- Taxpayer Identification Numbers (or their equivalents issued by governmental revenue entities outside the United States).
- Employer Identification Numbers (or their equivalents issued by governmental entities outside the United States).
- State or foreign driver's license numbers.
- Date(s) of birth.

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Handling of PII:

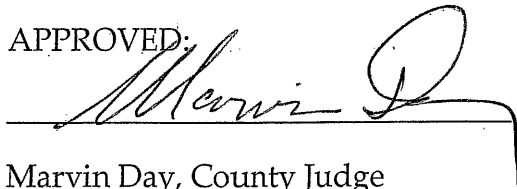
To protect this sensitive information:

- Human Resources will only accept in-person submissions with wet (handwritten) signatures for any documentation containing Personally Identifiable Information (PII) related to onboarding or updates to onboarding information or employment status. This includes, but is not limited to, tax forms, direct deposit banking information, W-2 requests, and other related documents. Human Resources will forward the required documents to the County Payroll Clerk once received in this manner.
- If an employee is unable to appear in person due to special circumstances, Human Resources will arrange to visit the employee's office to collect the necessary documentation in person, prior to any digital transmission or receipt of such documents.

SECTION 2. Emergency Clause. An emergency is hereby declared to exist, and this ordinance is necessary for the smooth operation of Craighead County and shall be in full force and effect after its passage and approval.

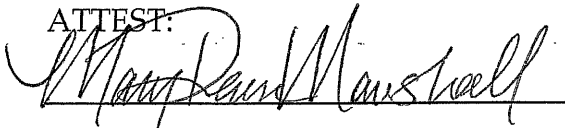
PASSED AND APPROVED on this 28th day of April 2025.

APPROVED:



Marvin Day, County Judge

ATTEST:



MaryDawn Marshall, County Clerk

"This publication was paid for by the Craighead County Clerk, cost of publication _____"