



PERSONNEL RECORDS & PRIVACY

I. PURPOSE

To establish standards by which information contained in personnel records will be managed with integrity to achieve accuracy, privacy and legal compliance.

II. SCOPE

This policy applies to all departments and employees of the City.

III. POLICY

The Human Resources Department will maintain the official personnel records containing information on each City employee to meet state and federal legal requirements and to assure efficient personnel administration.

IV. PROCEDURE

A. Notification of Changes

Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Human Resources Department, as an employee's income tax status and group insurance may be affected by these changes.

B. Status Changes

Supervisors shall report changes in the official and personal status of their employees in accordance with Human Resources Department procedures.

C. File Access

Personnel files and information may not be used or divulged for purposes not connected with the City personnel management system except with the permission of the employees involved.



Access to an individual employee's personnel file is restricted to the employee, authorized employees of the Human Resources Department and supervisors, or managers on a strictly "need to know" basis. Personnel files may not be removed from the Human Resources Department and can only be reviewed in the Human Resources Department with a Human Resource representative present.

D. Information Requests and Employment References

Requests for information from employee files received from other departments and inquiries from outside the City, including requests for references on former employees, will be directed to the Human Resources Department. Supervisors and other employees are prohibited from providing *personal* or employment references on ex-employees or current employees.

V. PERSONNEL FILES

A. Regular Personnel Files

When an employee is hired, a personnel file will be established generally containing the following information

1. Application for employment and related hiring documents, such as resumes and course transcripts.
2. Personal information changes and personnel action notices of pay and employment status changes.
3. Performance documents including performance appraisals.
4. Pay advance requests.
5. Employee history updating information submitted by employees including recent education, records of outside achievements, changes affecting withholding tax, etc.
6. Other documents pertaining to employment such as appreciation letters, disciplinary action reports, employment contracts, employment



verifications, training records, and references from previous employers.

B. Confidential Personnel Files

1. Medical records
2. documents necessary for the administration of City's benefit programs
3. employment references & background check information

C. Separate Personnel Files

These files may be examined only by appropriate officials with authority to conduct an investigation.

1. Any investigatory information will be kept in a separate confidential file
2. I-9 forms are also kept in a separate file.

VI PROCEDURES FOR EXAMINATION OF EMPLOYEE'S PERSONNEL

Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions:

A. Employee

Employees may examine their files at any time. No prior notice or appointment is necessary. Employees may obtain a copy of any and all documents in the file.

B. Management Staff

Management staff may examine active and separated employee files on a "need to know" basis. An appointment to review the file should be made with the Human Resources Records Administrator.

C. Government Inquiries

The City will cooperate with federal, state and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the City may first seek advice



from the Legal Department. The City may permit a government investigator to review a personnel file on company premises, but the investigator will not be allowed to remove or reproduce this information without consent from Human Resources Department and/or the Legal Department.

D. Freedom of Information Request

All information in the personnel files is subject to the Freedom of Information Act and the Privacy Information Act except for:

- medical records
- dependents
- home address and phone number
- social security number

The public must fill out a request for public information specifically stating the information they are requesting.

E. Employment Verification/References

1. If employees wish the City to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request.
2. Employment references on current and former employees will be provided by Human Resources only, as follows:
 - a. References with Written Approval:

All references will be made through written inquiries and release from the employee or ex-employee in writing. We will provide date of hire and date of separation, job title(s), salary history, eligibility for rehire, job chronology and performance information. This information will be released in writing and a copy retained in the employee's personnel file.

F. File Retention

Originals of personnel records will be microfiched, maintained, and retained by the Human Resources Department.