**SECTION: MANAGEMENT**

**POLICY:** Personnel Records **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish clear guidelines for the creation, maintenance, access, and confidentiality of personnel records for City employees. This policy ensures compliance with applicable legal standards and safeguards the privacy of employee information.

**DEFINITIONS:**

1. Personnel Records: Any documentation maintained by the City related to an employee's employment, including but not limited to employment applications, job descriptions, performance evaluations, disciplinary actions, and compensation history.
2. Authorized Personnel: Individuals with official approval or designated responsibility to access, manage, or maintain personnel records.
3. Confidential Information: Any personal or employment-related data contained in personnel records that is protected by privacy laws or internal policies.

**APPLICATION:**

This policy applies to all City employees and all individuals responsible for managing, accessing, or maintaining personnel records, including supervisors, Human Resources staff, and authorized administrative personnel.

**PROCEDURES:**

1. Record Maintenance
	1. Personnel records must be maintained in a secure and confidential manner.
	2. Records must be kept current and accurate, reflecting the employee’s full employment history, including performance evaluations and disciplinary actions.
	3. Some information related to employees or employee actions must be kept in separate files from the personnel file including:
		1. Medical and health information including any requests for reasonable accommodations for a disability.
		2. I-9s, criminal history, and credit reports
		3. Demographic data on race, ethnicity, gender, and veteran status for federal reporting.
		4. Confidential investigation and complaint records.
		5. Court ordered documents such as wage garnishments and child support orders.
2. Access to Records
	1. Access to personnel records is restricted to authorized personnel only.
	2. Employees may request to review their own personnel records by submitting a written request to the Human Resources department.
3. Disclosure of Information
	1. Disclosure of personnel records to external parties requires the employee’s written consent, except where disclosure is required by law.
	2. All records are considered confidential and may not be disclosed without proper authorization.
4. Prohibited Actions
	1. Unauthorized access, duplication, or disclosure of personnel records is strictly prohibited and may result in disciplinary action, up to and including termination.
5. Retention and Disposal
	1. Personnel records shall be retained in accordance with applicable state and federal regulations.
	2. When records are no longer required, they must be disposed of in a secure and confidential manner and in accordance with records retention laws and policies.