

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

ADMINISTRATION OF EMPLOYEE PERSONNEL RECORDS

1.0 PURPOSE

To establish procedures and responsibilities for the maintenance of employee Personnel Records.

2.0 POLICY

2.1 Establishment of procedures and responsibilities for the maintenance of personnel records.

- A. The Department of Administrative Services is responsible for establishing and maintaining an official personnel file for each employee of the City.**
- B. Department Heads are responsible for the forwarding of documents for inclusion in the Personnel files of those employees assigned to their department.**
- C. Each employee is responsible for the verification of information contained in the personnel file through a periodic audit.**
- D. An administration representative must be present when the file is audited.**
- E. Only the Director of Administrative Services or the Accounting Supervisor may remove items from the respective files with notification to respective Department Heads.**
- F. All audits or inspection of records by employees will be scheduled by the Department Head.**
- G. All audit appointments should be with the Director of Administrative Services or the Accounting Supervisor.**
- H. The purpose of the audit or inspection is to ensure accuracy and completeness of the file.**
- I. Separate personnel files will not be maintained by individual departments.**

2.2 Identification of information to be included in the employee's personnel file:

- A. Permanent Documents. Documents retained in the folder throughout the**

association of an employee with the City:

1. Employee application
2. Job description and specification information
3. Job performance ratings and evaluations
4. Education/training information
5. Personnel action forms

B. Temporary documents (Personnel). Documents which have limited retention of three (3) calendar years or less unless otherwise provided. Examples include:

1. Administrative correspondence relating to leave/vacation requests.
2. All other administrative documents of limited informational life span.
3. Letters of appreciation, commendation, or discipline.

2.3 Establishment of procedures for the release and accessibility of information and audit of the personnel file.

- A. The City treats, as confidential, all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.
- B. Information contained in the personnel file (other than items listed in Section 2.3, A) will not be released to the public without the express written permission of the employee, provided, however certain situations may arise where the City as current or past employer has a duty, under law, to prospective employers concerning such employee's character, in which cases, pertinent information may be released to the prospective employer without permission of the employee.
- C. Only the Director of Administrative Services or the Accounting Supervisor will release information to prospective employers.
- D. Access to information contained in the personnel file will be limited to the City Manager, Director of Administrative Services, Accounting Supervisor, respective Department Head, and the employee. Files pertaining to employees who are bonafide candidates of interdepartmental transfer will be accessible by the prospective gaining Department Head.
- E. Each employee folder will contain an entry log for recording every person's access to the records and purpose.

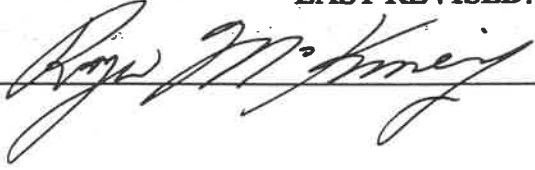
2.4 Items not included in the Official Personnel File and/or Official Department of Administrative Services records of the City may not be used for either promotional

- or disciplinary proceedings, unless the employee falsified time and information.
- 2.5 This policy will be periodically reviewed to ensure compatibility with current accepted personnel procedures and State law.
- 2.6 These records are maintained during the tenure of the employee and for seven years after the employee leaves City employment.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roy McKinney", is written over a horizontal line.

persrec.adp

