

## Personnel Records and Privacy

### I. Purpose

To establish procedures by which information contained in personnel records and requests for that information will be managed to achieve accuracy, privacy and legal compliance.

### II. Policy

- A. Personnel File: Employee personnel files will be maintained in accordance with federal and state laws and guidelines, and to ensure confidentiality to the extent allowed by law. Individual employees will have access to their own personnel files to review in the Human Resources Office during regular business hours. No information is to be removed from the file; however, copies may be made for the employee at his/her request.

Although the City is required to comply with the Public Records Act and valid court orders and government requests that direct the City to provide information from personnel records, generally speaking, without the employee's written permission, only the following information will be verified to banks, credit agencies, mortgage companies, or prospective employers:

- 1) dates of employment
- 2) job title
- 3) rate of pay or salary range
- 4) status (regular, hourly, part-time).

Other authorized managers or supervisors will, in the regular conduct of City business, be allowed access to employee personnel files when there is a legitimate "need to know", such as when considering an employee for a promotional opportunity or reviewing training records.

B. Internal Information Requests:

The City has an obligation to balance individual privacy needs with legitimate organizational needs. With this in mind, the Human Resources Department will release employee home address and phone information to the following:

1. Department Directors may be given the home phone number and address of any employee in their department.
2. Each employee may be given the home phone number of his/her supervisor.

3. Supervisors may be given the home phone number of other supervisors within their department.
4. Supervisors may be given the home phone numbers and addresses of the employees they supervise.
5. The following individuals may receive the home phone number and address of any City employee: Mayor, Executive Assistant to the Mayor, Finance Director, Police Chief, Fire Chief, Human Resources staff, and Payroll staff.
6. In the event of a Citywide emergency, employee home phone numbers and addresses will be provided on an as-needed basis to designated Department staff dealing with the emergency.
7. Department-designated keepers of the City's Emergency Operations Manual.
8. Others as designated by the Mayor.

If a request for a home address or phone number falls outside the parameters outlined above, Human Resources Department staff will offer to contact an employee directly for permission to give out his/her home phone number and address.

Questions regarding the interpretation of or possible exceptions to this policy should be referred to the Human Resources Director.

- C. Employment References: Requests for references on all employees, both past and present, shall be directed to the Human Resources Office. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release. The Human Resources Department will maintain a copy of the written waiver and release in the employee's personnel file and on the City's Human Resources Information System.
- D. Medical Information: As required by law, employee medical information will be maintained in a separate, confidential medical file. Supervisors and Managers will have access to this information, only on a "need to know" basis, for the limited purposes of identifying necessary medical restrictions on the employee's work or duties, or determining necessary accommodations for an employee's disability.  
  
Supervisors and Managers needing additional medical information to determine whether an employee can perform his or her job duties, shall contact the Human Resources Department. The Human Resources Department will request the employee to sign a medical release form, which allows the Human Resources Department and the Supervisor to contact the employee's physician directly for additional information. Such contact will be strictly limited to job-related information only.
- E. Employee Review of Personnel File: Employees have the right to review their files. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their files.

Approved:

  
Tina Roberts-Martinez, Mayor

11-16-2000  
Date