

I. PURPOSE

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

II. POLICY

A. Personnel Files.

Access to personnel files is restricted to the Personnel Department and others only on a "need to know" basis. Employees may see their own personnel files upon request.

B. Information Requests and Employment References.

Requests for information from employee files received from other departments and inquiries from outside the Agency including requests for references regarding employees, will be directed to the Personnel Department. Supervisors and other employees are prohibited from providing employment references on employees, unless the employee has provided a written release for the requested information.

III. PROCEDURE AND RESPONSIBILITIES

A. Telephone Inquiries.

Information will be verified by the Personnel Department via telephone but will be limited to the following:

- date of hire and/or date of separation
 - job title
 - salary
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Personnel Records and Privacy, ContinuedB. References with Written Approval

With written approval of the employee or ex-employee, factual information regarding specific job performance and salary, job chronology, job duties, reason for leaving and eligibility for rehire may be released. A copy of the release form will be retained for the employee's file. See Policy No. 411.2, "Release of Employee Information."

C. Examination of an Employee's Personnel File

Inspection of an employee's personnel file may be accomplished at reasonable intervals and with reasonable advance notice during office hours under the following conditions:

1. Employees

Upon request by an employee, and in the presence of the Personnel Department representative, personnel files may be reviewed within the personnel records area. No documents may be removed or added by the employee, although the employee may make copies of materials s/he had previously signed. No other individual will be allowed to view an employee's file unless they have a completed release form provided by the Personnel Department, which must be signed by the employee.

2. Government Inquiries

The Agency 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. The Personnel Manager may permit a government investigator to review a personnel file on Agency premises. For other information on government inquiries including subpoenas, see Policy No. 450.

Personnel Records and Privacy, Continued

3. Employer or Authorized Agents

The Agency, or its authorized representative, may view an employee's personnel file at any time for a legitimate business purpose.

D. File Retention

Original documents, microfiche or computer discs of personnel records will be maintained in personnel files for a period of seven (7) years beyond an employee's separation date.

E. Medical Files

Access to the medical files is restricted in accordance with law.
