

POLICY TITLE: Personnel Records and Reports

ADOPTION/LAST REVISION: 8-13-96

Note: On February 16, 1990, the responsibility for personnel files of Library employees was transferred to the Library from the Personnel Department.

A. The purpose of this policy is:

1. To minimally define the personnel records and reports that are to be maintained by the Library.
2. To ensure that information about employees in the organization's personnel files is accurate, relevant, and safe from improper disclosure.

B. The Library will utilize City forms for all reporting functions to the City. It will develop personnel forms to maintain and report personnel information that is unique to the Library.

C. The Library Director shall maintain a record of all authorized positions, showing position numbers, position titles, position status (filled or vacant), and the incumbent employees names.

D. Necessary job-related and personal information about each employee will be retained in and Official Personnel File kept by the Library. The contents of each file will include: basic identifying information; completed employment applications or other hiring-related documents; notices of pay or status changes; information on benefit coverage; performance evaluations and information on other employment-related actions (e.g. promotions, training, disciplinary action, termination documents); medical forms and injury reports; and other job-related information deemed essential by management. Essential records of current and former employees will be retained indefinitely.

E. Current and former employees have the right to inspect and copy the information in their files. Individuals will be given access to their files only in the presence of a management official, and at a mutually convenient time during normal office hours. An employee desiring to inspect his/her personnel file shall make a written application to the Library Director's Office. An employee making such application will be notified of an appointment to inspect his/her file, with such appointment occurring within seven (7) work days of receipt of the request. An employee may inspect his/her personnel file two (2) times in any calendar year.

F. The Library reserves the right to withhold from inspection certain sensitive information, including third-party references; confidential management documents or plans; test documents, except cumulative test scores; personal information about persons other than the employee the disclosure of which would constitute a clearly unwarranted invasion of privacy; and information on security or criminal investigations, except when such restrictions are prohibited by law.

G. An employee involved in a current grievance against the employer may designate, in writing, the name of the representative to inspect those items in the personnel file that may have a bearing on the outcome of the grievance.

H. Internal access to a personnel file is limited to Library management personnel who are considering the employee for promotion, transfer, or other personnel action, and to other management officials and the Administrative Assistant who have a legitimate, verifiable need to know specific information about an employee.

I. No personnel information will be disclosed to any party outside the organization unless the current or former employee provides a signed consent to release the information or such disclosure is required by applicable state statutes. The employer reserves the right to verify basic information (e.g. employment status or position title) without notifying the individual involved, and to cooperate with law enforcement, public safety, or medical officials who demonstrate a legitimate need to know specific information.

J. Employees who question the accuracy or completeness of information in their files should discuss their concerns with the Library Director. The Library Director will consider any employee's objections and remove erroneous or improper information. Should disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain the file as long as the disputed information is retained.

Reference: City Policy # 3.020 Personnel Records and Reports