

I. EMPLOYMENT POLICIES

H. PERSONNEL RECORDS

The City Manager's Office Human Resources division maintains an official personnel file on each employee. This file contains documentation regarding all aspects of the employment with the City, such as performance appraisals, disciplinary action notices, and letters of commendation. A separate official medical file is maintained in the Risk Management division.

Each employee has the right to review his/her personnel and medical file at any reasonable time. A member of the Human Resources division must be present when an employee reviews his/her file. In addition to the staff of the Human Resources division, access to an employee's personnel file is limited to the City Manager, City Attorney, and those individuals who have supervisory or prospective supervisory responsibility for the employee. Files are not permitted to leave the Human Resources office or Risk Management office; however, copies can be made upon request.

Employees have a duty to complete and are responsible for ensuring the accuracy of the personal information in the file and other employment documents required by federal or state government. The employee has the duty to notify the immediate supervisor and Human Resources division of any work eligibility changes or changes in name, telephone number or home address. The Human Resources division must be notified of any changes in marital status, number of dependents, beneficiary designations, or individuals to notify in case of an emergency.