OFFICIAL PERSONNEL FILE

POLICY NUMBER: CEMS-005

PURPOSE:

To create what an official personnel file is for each employee and to provide a policy for how information in the file may be accessed, shared, retained and disposed of.

POLICY:

Human Resources maintains the official personnel file for each current and former City employee. Personnel files contain information necessary for employment administration, City operations, legal compliance, and benefits. Access to, sharing of, and disposal of information in personnel files must follow the Privacy Protection Act of 1976, Virginia Freedom of Information Act, and the Library of Virginia Records Retention.

ESTABLISHMENT

Personnel files maintained by the Human Resources Department is considered the City's official employment record for each employee. Human Resources ensures that personnel files contain only information needed for City business. Medical information and other records required by law will be maintained separately.

FILE ACCESS

Employees have the right to review all records within their official personnel file. Employees can access available personnel records through the City's designated system. Employees can contact Human Resources to arrange a review and/or request copies of their personnel file.

Access to personnel files is limited to authorized individuals with a legitimate business or legal need for the information. Authorized City employees include the City Manager or designee, Human Resources staff, and members of the employee chain of command, as appropriate.

SHARING

The Human Resources Department handles all requests to review personnel files and employment verifications for former and current employees.

Information contained in a personnel file will not be disclosed to individuals or organizations outside the City unless the disclosure is authorized or required by law or authorized by the employee through a signed Voluntary Release of Information Form. When an employee authorization is required, the signed release must identify the specific information or record authorized for disclosure. Human Resources will verify the authorization and disclose only the information or record covered by the release. A copy of the authorization will be maintained with the appropriate personnel records.

Requests made pursuant to a subpoena, court order, law enforcement authority, the Virginia Freedom of Information Act, or other legal requirement will be handled in accordance with applicable law.

RETENTION

Human Resources will retain and dispose of personnel records in accordance with applicable law and the Library of Virginia records retention schedules.