

City of Sterling Personnel Policies

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Board President		
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Board Member	<i>(Signature)</i>	<i>10-29-08</i>

CHAPTER 14

EMPLOYMENT RECORDS AND REPORTS

All personnel records of employees covered under these policies and all other records and material relating to the administration of these personnel policies shall be considered confidential and the property of the City of Sterling. Information which is obtained in the course of official duties shall not be released by anyone except the City Manager, Human Resource Director or Human Resource Office staff.

SECTION 1 - PERSONNEL TRANSACTIONS

All appointments, separations and other personnel transactions shall be made on standard forms designated by the Human Resource Director. The information contained in a personnel file is the property of the City of Sterling. A file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents.

SECTION 2 - EMPLOYEE INSPECTION

Employees who wish to inspect their personnel file may do so by appointment during regular office hours of City Hall. Any employee inspection of their personnel file shall be in the presence of a Human Resource staff member. Employees may not remove the file from the Human Resource Office. Employees may not duplicate information found in the file, except under very rare circumstances. The Human Resource Director shall have the discretion to determine which information may be duplicated.

Selection records are normally only accessible by the City Manager. Under no circumstances will an employee be allowed access to the records generated during a selection process in which they are a candidate. These records include but are not limited to letters of recommendation, background checks, communications with listed references (either personal or employment), etc.

SECTION 3 - RELEASE OF EMPLOYMENT RECORDS TO A THIRD PARTY

Due to the nature of records retained by the City of Sterling dealing with individual employment history some records are public record and others are not. The City will make reasonable efforts to maintain the confidentiality of information but still accessible to current and past employees with the appropriate release. Any release of non-public record information shall be recorded and affixed to the personnel file.

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A. Records Releasable as a Matter of Public Record

The following information relative to employees and former employees is available for public release as a matter of public record: employee name, position title, employment dates and salary or wage rates (gross amounts only). This information will be supplied in connection with income verification and employment verification requests.

B. Records Requiring Authorization for Release

All other information in the employment records including but not limited to performance rating reports are accessible only by the Human Resource Director, City Manager, appropriate Department Heads, Human Resource staff, and the employee involved. Information will only be released if the employment file is subpoenaed or if the employee authorizes the City to release the specific information by signing an authorization and waiver allowing the City to do such.

SECTION 4 - RELEASE OF MEDICAL RECORDS

Due to the sensitive and possibly incomplete nature of employment related medical records, employee medical records shall not be released by the City of Sterling. Employees may request the release of employment related medical records by the Designated Medical Provider or the Worker's Compensation Insurance Administrator.

SECTION 5 - DESTRUCTION OF FILES

Employee service records shall be retained in accordance with the City's record retention schedule. Such information may be kept in their original form or on microfilm or in any other duplicate form that the City Clerk/Finance Director deems appropriate.