

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 105.01
SUBJECT: EMPLOYEE RECORDS	INITIAL EFFECTIVE DATE: 10/30/84
TITLE: EMPLOYEE RECORDS	LAST REVISION DATE: 11/19/18

POLICY STATEMENT:

It is the policy of the City that an effective system for keeping records on job applicants, current employees, and former employees is essential to the proper functioning of the Human Resources Department. The City strongly believes, however, in respect for the rights and dignity of each employee, and the City pledges to conduct its business in such a way that the privacy of all its employees is protected within the guidelines of federal and state regulations.

ADMINISTRATIVE PROCEDURES:

- I. The City shall request, use and retain only personal information concerning employees that is required for business or legal reasons.
- II. All information about employees in personnel files will be kept confidential and will be disclosed within the City only to personnel who are authorized by the City Manager, Director of Human Resources or their designee, unless otherwise required by the Texas Public Information Act.
- III. Employee records will be maintained in compliance with the Texas State Library Retention Schedules or any other applicable state or federal guidelines.
- IV. Any employee may review their personnel file. An employee desiring to review their personnel file should contact the Human Resources Department to establish a convenient time for this review. The employee may review the file and may take notes or request single copies of each page at the current determined copy rate, but no employee is allowed to remove anything from their personnel file. An employee may request correction of inaccurate information.
 - A. Routine statistical data corrections will be made as requested.
 - B. Disciplinary action disagreements should be documented at the time the action is taken and the established appeals procedure followed. Written documentation submitted as a part of the appeals procedure shall be reviewed by the Director of Human Resources or designee and will be included in the personnel file.
 - C. Performance evaluation disagreements should be documented at the time of the performance review. Any documented rebuttal will be included in the personnel file.

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- V. All requests for information from persons outside the City concerning job applicants and current, retired, or terminated employees should be referred to the City Secretary's Office or Human Resources Department.
- VI. In order to keep personnel records up to date, employees are required to notify Human Resources of a status change:
1. Name;
 2. Address;
 3. Telephone number;
 4. Martial status;
 5. Number of dependents;
 6. Persons to be notified in case of emergency;
 7. Beneficiary designations for any of the City's insurance, disability and pension plans;
 8. W-4 Forms.

Some of these changes are time sensitive, so every effort should be made to notify Human Resources as quickly as possible.