



Policy:	Employee Personnel Files	
Date: April 1, 2015	Revision Date: July 24, 2016	Approved by: Human Resources

I. PURPOSE AND SCOPE

To protect the privacy of each employee by maintaining the confidentiality of information within employee files and to safeguard essential District records.

II. ACCESS

- A. Every employee has access to his/her own personnel file. Employees may not remove their personnel file from the Human Resources Department. Employees do not have access to other personnel files.
- B. Department Directors and Managers have access only to personnel files for those employees working in their branch or department unless there is a business related need to review a file.
- C. Employees' must provide the Human Resources Department with a signed authorization to allow anyone other than those listed above, access to their personnel files.

III. REQUEST FOR COPIES

Employees may request, through the Human Resources Department, copies of documents from their personnel files. Copies will be made by a Human Resources staff member and mailed, via confidential mail, to the employee

IV. ADDING AND DELETING INFORMATION

Employees are encouraged to provide copies of certificates, awards, letters of recommendation, etc., to the Human Resources Department to be placed in their personnel files.

Pursuant to the MOU, Section 7.E.,2.e., Removal of Documentation Regarding Disciplinary Actions from Personnel File., as amended, employees' may request to have documentation regarding disciplinary actions removed from personnel files. The MOU states that an employee may request the removal of any and all documentation regarding disciplinary action from the employee's file by submitting a request for removal in writing to the Director of Human Resources. Such a request shall not be accepted until on or after the one (1) year anniversary date the disciplinary action was imposed.

The Director of Human Resources will review the request with the appropriate department head and Deputy/Assistant General Manager. The documentation relating to the disciplinary action will only be removed from the employee's

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personnel file with the approval of the involved department head and Deputy/Assistant General Managers who shall make said decision after considering the age and severity of the discipline, subsequent recurrences of misconduct, if any, and overall work performance and behavior. The items removed will be placed in a separate file which may only be accessed by Human Resources staff with the approval of the Director of Human Resources.

V. SECURITY

All employee personnel files are kept in the District's Electronic Records Management system. Only Human Resources staff has access to these files.

VI. REMOVAL OF PERSONNEL FILES FROM HR DEPARTMENT

The following are guidelines for removing personnel files from the Human Resources Department

Personnel files may be removed from the Human Resources Department by the General Manager, Deputy/Assistant General Managers, or their designee, Director of Human Resources, and Human Resources staff.

Files leaving the Human Resources Department must be hand carried to another destination. Under no circumstances are personnel files to be sent through the mail.

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Any authorized party removing a personnel file from Human Resources Department MUST sign the checkout log. A check out card will be put in place of the personnel file where it will remain until the file has been returned. The checkout card will indicate the name of the person checking out the file and the date the file was checked out. Persons returning an employee file to the Human Resources Department must sign the log showing who returned the file and when it was returned.

Personnel files are to be returned to the Human Resources Department at the end of each business day to be secured. Exceptions to this are limited to situations that warrant extending this time period as determined by the Director of Human Resources. The party to whom a personnel file has been checked out will be responsible for its security (see security).

AUTHORIZED SIGNATURES ON FILE