

**EASTERN MUNICIPAL WATER DISTRICT
HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES**



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| SECTION: Employee Personnel Files | DATE: March 1, 1993 | PREPARED BY: Angela Carman |
| PAGE: 1 | REVISION DATE: June 17, 2001 | APPROVED BY: |

PURPOSE

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

ACCESS

1. Every employee has access to his/her own personnel file. Employees may not remove their personnel file from the Human Resources/Risk Management Department. Employees do not have access to other personnel files.
2. The General Manager, Deputy/Assistant General Manager, Director of Human Resources & Risk Management, and Human Resources staff have access to all employee personnel files.
3. 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.
4. Employees' must provide the Human Resources/Risk Management Department with a signed authorization to allow anyone other than those listed above, access to their personnel files.

REQUESTS FOR COPIES

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

ADDING AND DELETING INFORMATION

1. Employees are encouraged to provide copies of certificates, awards, letters of recommendation, etc., to the Human Resources/Risk Management Department to be placed in their personnel files.
2. Pursuant to Ordinance 30, Section 5.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 Ordinance 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 & Risk Management. Such a request shall not be accepted until on or after the one (1) year anniversary date the disciplinary action was imposed.

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The Director of Human Resources & Risk Management 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 personnel file with the approval of the involved department head and Deputy/Assistant General Manager 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.

SECURITY

All employee personnel files are kept in the Human Resources/Risk Management Department in fire proof file cabinets. Only Human Resources staff have access to these files. The file cabinets are locked at the end of each business day.

REMOVAL OF PERSONNEL FILES FROM HR/RM DEPARTMENT

The following are guidelines for removing personnel files from the Human Resources/Risk Management Department:

1. Personnel files may be removed from the Human Resources/Risk Management Department by the General Manager, Deputy/Assistant General Managers, or their designee, Director of Human Resources & Risk Management, and Human Resources staff.
2. Files leaving the Human Resources/Risk Management Department must be hand carried to another destination. **Under no circumstances are personnel files to be sent through the mail.**
3. Any authorized party removing a personnel file from Human Resources/Risk Management Department **MUST** sign the check out 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 check out 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/Risk Management Department must sign the log showing who returned the file and when it was returned.
4. Personnel files are to be returned to the Human Resources/Risk Management 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 & Risk Management. The party to whom a personnel file has been checked out will be responsible for its security (see security).
5. All parties having possession of a personnel file will be held responsible for the files contents, security, confidentiality, etc., until the file has been returned to the Human Resources/Risk Management Department.

AUTHORIZED SIGNATURES ON FILE