

	City of Albany Human Resources Policy Policy #: HR-ER-09-001 Title: Personnel Records	Employee Relations
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Purpose The Human Resources Department is responsible for maintaining personnel records. The City of Albany complies with all applicable federal, state, and local laws regarding maintenance of personnel records.

Policy No personnel file shall be provided to persons other than City management staff without the prior consent of the employee, usually in writing, or alternatively, through appropriate legal-mandated processes. The Human Resources Department will not release any personnel file to a third-party without a completed Letter of Understanding With Other Agencies Form accompanied by a waiver signed by the employee. The personnel file will be reviewed by the Human Resources Department prior to releasing it to the investigator/reviewer.

All non-sensitive disciplinary related documents will be placed in an employee's personnel file subject to the following conditions:

1. Nonbargaining employees must be allowed to read and initial the material before it is placed the personnel file. Provisions of collective bargaining agreements prevail for bargaining unit employees.
2. All employees may attach written statements to any material in their files and such statements become a part of the permanent files.
3. At employee's request, records of this type which have been filed for more than 36 months (as determined by the date on the documents) may be removed from the file and placed in a separate confidential file. Department Directors may approve shorter time spans on removal of these documents. Provisions of collective bargaining agreements prevail for bargaining unit employees.

No information may be enclosed in any Nonbargaining unit personnel file without the approval of the Human Resources Department and the knowledge of the employee concerned. Provisions of collective bargaining agreements prevail for bargaining unit employees.

Employees may review the contents of their own personnel files or obtain copies of material in their personnel files by contacting the Human Resources Department.

There is only one official personnel file for each employee. That file is located in the Human Resources Department. Personnel files are not to be removed from the Human Resources Department without the specific approval from the Human Resources Director.

All employee files will be retained in accordance with public records law.

Employees shall complete a Change of Employee Information Form when information affecting their personnel records changes, such as a change of name, address, or telephone number. This form is available to employees on the intranet.

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Employee Medical Files

A confidential medical file for each employee is stored separately from the personnel file within the Human Resources Department. This file may be viewed by the employee, and Human Resources Department. Special approval is needed by the Human Resources Director for any other person requesting access to the file.

These records include information regarding the employee’s pre-employment and post-employment medical exams or tests, Family Medical Leave requests, Worker’s compensation or disability claims with the City, notes from an employee’s physician, Americans with Disabilities Act and reasonable accommodation requests.

Definitions

N/A

References

Refer to specific Collective Bargaining Agreements
Letter of Understanding With Other Agencies
Change of Employee Information

Review and Authorization

Supersedes: ERP No. 1.5; 5/1/1992	Created/Amended by/date: MS; 10/1/2004	Effective Date: 11/1/2004
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes