



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

ADMINISTRATION OF EMPLOYEE PERSONNEL RECORDS

PURPOSE: To establish procedures and responsibilities for the maintenance of employee Personnel Records.

STATEMENT OF POLICY:

1. Establishment of procedures and responsibilities for the maintenance of personnel records.
2. The Human Resources Director is responsible for establishing and maintaining an official personnel file for each employee of the City.
3. Material of a confidential nature, shall be maintained separately in the department of Human Resources and is not subject to employee review, including, but not limited to:
 - Psychological Profiles
 - Civil Service Test
 - Polygraph Results
 - Background Checks
 - Oral Board Results
 - Performance Plans and Reviews
 - Employment Contracts
4. Access to confidential materials may be allowed if the Human Resources Director and/or Department Head feels access would be helpful, necessary or warranted for administrative purposes.
5. ***Department Heads are responsible for the forwarding of documents for inclusion in the Personnel files of those employees assigned to their department.***
6. Only the Director of Human Resources may remove items from the respective files. Request for removal of items must be made in written format. (Usually initiated by Settlement Agreement)
7. Separate personnel files shall not be maintained by individual departments.

8. Identification of information to be included in the employee's personnel file:

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- a. **Permanent Documents:** Documents which may be retained in the folder throughout the association of an employee with the City:
 1. Employee application
 2. Job description and specification information
 3. Job performance ratings and evaluations
 4. Education/training information
 5. Personnel data card
 6. Personnel action forms

 - b. **Temporary Documents (Personnel):** Documents which have limited retention of three (3) calendar years or less unless otherwise provided pursuant to labor agreement. Examples include:
 1. Administrative correspondence relating to leave/vacation requests.
 2. All other administrative documents of limited informational life span.
 3. Letters of appreciation, commendation, or discipline.
9. Establishment of procedures for the release and accessibility of information and audit of the personnel files.
- a. Personnel treats as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.
 - b. Information contained in the personnel file (other than items listed in Section 3a) will not be released to the public without the express written permission of the employee, provided, however, certain situations may arise where the City as current or past employer has a duty to prospective employers concerning such employee's character or medical history, in which cases, pertinent information may be released to the prospective employer without the permission of the employee.
 - c. Access to information contained in the personnel file will be limited to the Human Resources Director, respective Department Heads, immediate supervisor and individual employees. Files pertaining to employees who are bonafide candidates of interdepartmental transfer will be accessible by the prospective gaining Department Head.
 - d. Items not included in the Official Personnel File and/or Official Finance Department records of the City may not be used for either promotional or disciplinary proceedings, unless the employee falsified time and information.

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9. This policy will be periodically reviewed to ensure compatibility with current accepted Human Resources procedures.
10. These records are maintained during the tenure of the employee and for seven years after the employee leaves City employment.

DEPARTMENT: HUMAN RESOURCES