



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

REQUEST TO INSPECT PERSONNEL RECORDS

PURPOSE: To identify what types of information may be released from an employee's personnel file, and to establish general guidelines for an employee to review the contents of his/her file.

STATEMENTS OF POLICY:

Personnel records are confidential. Although the City of Flint is required to comply with valid court orders and other government requests (ie. FOIA) directing us to provide information from personnel records, generally speaking, without specific written authorization from the employee, only the employee's job title, salary, and verification of employment dates will be released.

PROCEDURE:

1. Employees may, upon written request, review or request copies of their personnel record, no more than two times per year. (Forms are available in the Department of Human Resources).
2. The Department of Human Resources will review the contents of the employee's personnel record to ensure that all records are included. Pursuant to Personnel Rule V-Examinations: Section 6; "Examination papers written by applicants shall not be considered as public documents." Examination papers will be removed from the employee's file before review.
3. The review of the file will take place in the Department of Human Resources, with a department representative during normal business hours.
4. Request to review or copies of personnel files will be processed within 2 business days from the date of the receipt of the request.
5. The City of Flint will charge a nominal fee for the duplication of personnel records.
6. Any concerns regarding the completeness or accuracy of the information contained in your files should be taken up with your immediate supervisor and/or Management. Examination of personnel files will generally be limited to normal business hours, twice a year.

DEPARTMENT: HUMAN RESOURCES

APPROVAL: _____