



**Policy Purpose**

This policy identifies the personnel records that are maintained and who can access the records.

- I. General
  - a. The official personnel files for all Salt Lake City employees shall be maintained in a centralized location under the control and maintenance of the human resources department.
  - b. All personnel records identified below shall be kept in a secure location that is locked during non-business hours.
- II. Personnel records may be hard copy or electronic and may include, but are not limited to the following:
  - a. The *official personnel file* maintained in human resources may include offer letters, appointment letters, formal disciplinary action, changes in pay, position, performance evaluations, etc.
  - b. Benefits records: Benefit enrollment records.
  - c. Medical records: FMLA paperwork, notes from medical providers, documentation related to Workers' Compensation injuries, documentation regarding business adjustments, modified duty accommodations under the ADA, etc.
  - d. Supervisor records: These are not official and may include documentation of verbal warnings, performance discussions, informal training records, attendance records, etc.
  - e. Compliance records: Records created and maintained as part of an investigation, supporting documentation for disciplinary action, employment authorization, etc.
  - f. Hiring records: Records documenting a hiring process that may include notes from interviews, background checks, tests, etc.
  - g. Other personnel records subject to applicable legal requirements.
- III. All records shall be maintained in accordance with the city's retention schedule.
- IV. Access to Personnel Records
  - a. Access to the *official personnel file* maintained by human resources will be limited to the following:
    - i. Human resources staff.
    - ii. The employee, active or terminated, who is the subject of the file.
    - iii. A person acting under the employee's power of attorney or with a signed release from the employee.
    - iv. A union representative when human resources has written consent from the employee.
    - v. Government entities requiring information as part of an investigation, audit or similar need.
    - vi. Supervisory personnel overseeing an employee's hiring or current job tasks.
    - vii. The city attorney's office.
    - viii. To comply with any legal requirements.
  - b. Human resources will note in the personnel file the date and time of any examination of the file and the name of the examiner.
  - c. Access to all personnel records beyond those specified in this policy will be determined in accordance with the Government Records Access Management Act (GRAMA) and any other applicable laws.

Current References:

Salt Lake City Retention Schedule

Initial Effective Date: December 13, 1995

Approved and passed this 31<sup>st</sup> date of December, 2016