



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 810: ACCESS TO PERSONNEL FILES

A. General Provisions

1. An employee may request to review his/her own personnel file at any time mutually agreeable for the employee and the Human Resource Department staff. Neither the file, nor any of its contents, may be removed from the Human Resource office. An employee may request that copies of documents be made (paper or electronic) and those copies shall be furnished to them at a reasonable rate for copying.
2. An employee who questions the accuracy of any document in his/her Human Resource Department file may request a review by the Director of Human Resources for possible removal of the document from the file. In the case in which a document is not removed, the employee may submit his/her rebuttal to the document, which will be placed in the employee's Human Resource Department file along with the original disputed document.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/14/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources