

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> EMPLOYEE PERSONNEL RECORDS
	<b>NUMBER:</b> EMP 1-0	<b>REVISIONS:</b> <u>1</u>	<b>EFFECTIVE DATE:</b> <u>February 17, 2020</u>
	<b>SUPERCEDES:</b> <u>10/03/2011</u>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>	
		<u>Derek Norton, Mayor</u>	Date

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## PURPOSE

To establish procedures and areas of responsibility for the accurate, proper, and secure maintenance of employee personnel records.

## STATEMENT OF POLICY

The Human Resources Director shall be responsible for establishing and securely maintaining the official personnel file for each employee of the City. Every department head is responsible for the forwarding of documents for inclusion in the official personnel files of those employees assigned to his or her respective department.

Access to the official personnel files will be on a strict need-to-know basis and will normally be limited to the Human Resources Director and his or her designee(s), the City Administrator and his or her designee(s), the City Clerk, and the respective department heads.

~~The Human Resources Department will maintain sign out cards showing the date, time, purpose, and name of any individual outside of Human Resources who accesses a City employee's personnel file.~~

Upon proper identification, a current City employee may review his or her personnel file at a mutually agreeable, pre-arranged time. This review may be made only while in the presence of the Human Resources Director or his or her designee. No items will be removed from or added to the personnel file during any such review.

It is the responsibility of individual employees to promptly inform the Human Resources Department of any changes in name, address, telephone number, marital status, number of dependents, beneficiary designations, and persons to be notified in case of an emergency. ~~The proper forms should be completed for this purpose. Employees may submit changes via Employee Self Service or in writing via fax/email.~~

Access to certain information contained in an employee's official personnel file will be made in accordance with all applicable provisions of Georgia's *Open Records Act* and its 1988 or subsequent amendments. Written requests to inspect public personnel records must be submitted directly to Human Resources Director. Requests may also be submitted via fax or email. Telephone requests will not be accepted. ~~The Human Resources Department will maintain a list of all requests to inspect public personnel records. Inspection of such records may be made only while in the presence of the Human Resources Director or his/her designee.~~

~~Requests for copies of documents must be forwarded to the City Clerk's office.~~ In accordance with the law, the Human Resources Director and City Clerk will have up to three business days to determine the necessity to comply with a public records request. ~~Inspection of public personnel records may be made only while in the presence of the Human Resources Director or his/her designee.~~

The City of Smyrna will comply with the state of Georgia's *Records Retention Schedules* to the full extent possible. As a result, the City shall follow the guidelines provided in the "Personnel Records" section of the *Georgia Common Records Retention Schedules for City Governments*, which meet or

exceed all applicable Georgia codes as well as relevant federal records retention requirements.

