



Personnel and Administrative Policy and Procedure

SUBJECT: Personnel Records	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.42	CROSS REFERENCE:

Purpose: To ensure that all actions related to a person's employment at the City of Milwaukie are accurately recorded and stored.

Definitions

Personnel File: The official record of employment history maintained in the Human Resources Department. Information in the Personnel file consists of initial employment application/resume, other employment documents, Personnel Action Authorization (PAA), performance evaluations, merit increases, disciplinary matters, change of address, payroll documents, and any classification changes.

Medical file: A confidential record containing employment related medical information including but not limited to: results of pre-employment drug screen, health benefit information, family medical leave documentation, fitness for duty exam information. This file is kept separate from the personnel file.

Workers' Compensation File: A confidential separate record containing information related to an employee's workers compensation claim if any.

Scope: All employees at the City.

Policy: Human Resources (HR) will maintain the official Personnel File, Medical File, and Workers' Compensation File.

Guidelines for Use

- No materials regarding the employee's performance or conduct will be included in the employee's personnel file without prior notice to the employee.
- Employees may add additional information to their file (i.e., commendations letters) if appropriate.
- Employees may request copies of documents contained in their files.
- Employees may respond in writing to any document placed in their personnel file.
- Any written response will become a part of the file.

- Materials regarding letters of warning, reprimand, recommendation and commendation, and all performance appraisals will only be removed in accordance with OAR 166-200-0090 and/or relevant Collective Bargaining agreement.
- An employee may not remove any materials from his or her official Personnel file, medical file or workers compensation file.
- Employees may review their files in the Human Resources Department during regular City office hours. It is requested that employees make an appointment to review their file.

- Information in Personnel Files will be treated as exempt from public disclosure as provided in the Oregon Public Records law as found in Oregon Revised Statute Chapter 192.502. The City will only release information which cannot be treated as confidential under that law or information which is required to be released by court order

Procedures

Procedures for review of files:

1. An employee may request to review his or her own file at the HR department.
2. A supervisor or Department Head may request to review the personnel files of employees they supervise.
3. Files must be reviewed at the Human Resources Department.

Responsibilities

Human Resources: Maintenance of the personnel files.