

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: August 11, 1992

FILE UNDER SECTION 1

NO. 21

REVISION DATE: N/A

SUPERSEDES: N/A

APPROVED BY: John E. Moore

SUBJECT: Employee Personnel Records

**THE TOPIC OF THIS ADMINISTRATIVE REGULATION HAS
BEEN MOVED TO THE EMPLOYEE HANDBOOK, EFFECTIVE
APRIL 29, 2019.**

I. Purpose

This administrative regulation sets forth the policy and procedure pertaining to employee personnel records.

II. Policy

- A. The Town Manager maintains final responsibility for personnel administration in accordance with Chapter 54, Article I, Section 54-1 of the Town Code. The Human Resources Manager, subject to the direction of the Town Manager, is responsible for keeping and maintaining the official employee personnel files.
- B. The following information within the personnel files of employees and former employees is available for public inspection and verification without authorization from the employee: name, class title, employment date and salary. This subsection does not apply to employees whose official annual salary or rate of pay is \$10,000 or less.
- C. The Human Resources Manager will maintain the Town's central, official personnel files. Town departments that maintain separate personnel files shall adhere to these same policies and procedures. Both central and departmental files shall be confidential and maintained in a locked, secured location.
- D. All material to be placed in an employee's file shall be made known to the employee and the employee's department head. Employees have the right to review their individual personnel file, and to have copies of any materials. Employees have the right to prepare and submit a rebuttal to any material in the file. Authorized access to personnel files may be scheduled with the Human Resources Manager.

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS

- E. Personnel files shall be protected from access by personnel other than the following authorized personnel:

The Mayor and Town Councilmembers*
Town Manager, or authorized representative
Town Attorney
Human Resources Manager
Employees assigned to the Human Resources Office
The employee's department head or supervisor or both
The employee or his or her authorized representative

Employment examination records and performance reports are accessible only to these authorized individuals.

* Review of a personnel file, other than the personnel file of the Town Manager or the Town Attorney, by a member of the Town Council shall be authorized only after the Town Council reviews the request and deems the review necessary.

III. Procedure

- A. Employees may view their individual personnel files and authorized personnel may view appropriate personnel files by scheduling an appointment with the Human Resources Manager.
- B. Written requests for information shall comply with all requirements of state and federal law.
- C. When any person, including the authorized individuals listed in II(E), makes a request to view an employee's personnel file, the name of the requesting person and the date of the request shall be noted in the employee's file.

John E. Moore
Town Manager