

# STANDARD PROCEDURE

## CITY OF WILSON

## PERSONNEL MANUAL

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Prepared By: Policy Review Committee

Approved By: Edward A. Wyatt  
City Manager

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### 1.0 Purpose

To establish a uniform system, consistent with North Carolina General Statute 160A-168, to insure proper maintenance, security and confidentiality of employee personnel files.

### 2.0 Policy

In accordance with North Carolina General Statute 160A-168, all information maintained and contained in employee personnel files of the City of Wilson is confidential, **except** information considered to be a matter of public record.

### 3.0 Scope

All employees are covered by this policy.

### 4.0 Definitions

4.1 Personnel Files: Any information in any form gathered with respect to employees and former employees.

4.2 Public Record: The following information is a matter of public record:

4.2.1 Name

4.2.2 Age

4.2.3 Date of original employment

4.2.4 Current position title

4.2.5 Current salary

4.2.6 Date and amount of most recent salary change

4.2.7 Date of most recent promotion, demotion, transfer, suspension, separation, reclassification, and change of status

4.2.8 Date of separation

### 5.0 Rules/Procedures

5.1 Personnel records shall be maintained in the Personnel Department. A separate file shall be kept for each employee.

5.2 Each employee file shall contain such documents as employment application, letters of reference, resume, income tax withholding forms, insurance coverage forms, retirement forms, change in status forms, correction notices, employee performance appraisals, letters of recommendation and commendation, test results, and other personnel related documents.

5.3 All requests for personnel information regarding any city employee shall be referred to the Personnel Department for appropriate action.

5.4 Upon receipt of a telephone or written request for information, the Personnel Department will release only the items stated as public record. These items may only be released in the Personnel Department during normal hours of operation.

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- 5.5 The city may, at its own discretion, make appropriate charges in order to cover the cost of assembling the information of a large number of employees.
- 5.6 The City Manager, with approval of City Council, may release personnel information if such disclosure is officially found to be essential to maintaining the integrity of the city.
- 5.7 Information other than public record that is considered confidential will be open to inspection in only the following instances:
- 5.7.1 The employee, or his authorized agent, may examine all portions of his/her personnel file except (1) letters of reference solicited prior to employment, (2) information concerning a medical disability, that a prudent physician would not divulge to his/her patient.
- 5.7.2 A licensed physician, designated in writing by the employee, may examine the employee's medical record.
- 5.7.3 By order of a court of competent jurisdiction, any person may examine such portion of any employee's file as may be ordered by the court.
- 5.7.4 An official of an agency of the state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file if such inspection is deemed by the official having control over those records to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability.
- 5.8 A request by a city employee, his/her duly authorized agent, or by a licensed physician, to examine the employee's personnel file shall be accompanied by a letter verifying the employee's authorization for examination.
- 5.9 Any city employee who objects to material in his/her personnel file being released on the grounds that it is inaccurate or misleading may seek to have the material removed by following the city's grievance procedure, or the employee may place a signed statement relating to the material in his/her file.