

CITY OF CHICO
Administrative Procedure and Policy Manual

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| Subject: | Number: 13-9 |
| EMPLOYEE PERSONNEL FILE REVIEW | Effective Date: March 16, 2010 |
| Department(s) Affected: All Departments | Supersedes: 13-9 dated 07/01/90, 07/01/91 |
| Authority: Section 2.12.010 Chico Municipal Code | File Reference: D-13-15.3 |
| | Approved: |

I. PURPOSE

To establish a procedure to allow City employees, or a designated representative, at reasonable times in accordance with this procedure, to review their personnel files maintained by the Human Resources & Risk Management Office in a confidential and prompt manner.

II. ITEMS NOT SUBJECT TO EMPLOYEE REVIEW

- A. Information relating to the investigation of possible criminal offenses;
- B. Confidential letters of reference; or
- C. Other information which has been declared confidential by law.

III. PROCEDURE

- A. An employee, or authorized representative of the employee, who wishes to inspect his or her personnel file shall:
 - 1. Contact the Human Resources & Risk Management Office and request an appointment to inspect such personnel file during the regular business hours of the Human Resources & Risk Management Office. Such request shall be made at least 24 hours in advance of the time he or she wishes to inspect the file.
 - 2. Ask for an appointment during a break period or off-work time in order not to adversely disrupt the work schedule.
 - 3. Inform the Human Resources & Risk Management Office prior to the review if he or she wishes to have a representative present during the inspection.
 - 4. Request from his or her Department Head, at least 24 hours in advance of his or her appointment, permission to leave the work site and, if necessary, be excused from work to go to the Human Resources & Risk Management Office to inspect the file.
 - 5. An employee who authorizes another person to inspect the employee's personnel file shall provide such authorization to the Human Resources & Risk Management Director prior to such inspection, on a form provided by him or her (Exhibit "I").
- B. The employee's Department Head shall allow the employee to leave the work site during the normal work period only if such a departure would not disrupt work assignments.
- C. The Human Resources & Risk Management Director shall:
 - 1. Schedule an appointment with the employee to review the employee's personnel file as soon as possible from the time of the request, but so as not to interfere unreasonably with the work assignments of the Human Resources & Risk Management Office.
 - 2. Make arrangements for the maintenance of confidentiality and security of the personnel files by allowing the inspection to occur in surroundings where other employees will not be aware of any discussions regarding the personnel file, or where other City employees could observe the contents of the personnel file while the employee is inspecting the file.
 - 3. Make arrangements to be present during the file inspection; however, if the Human Resources & Risk Management Director cannot be available within a reasonable period of time, arrangements will be made for an authorized staff person to be available to monitor the file inspection. (Authorized staff persons include the City Manager, Assistant City Manager, and Human Resources & Risk Management staff.)
 - 4. Provide to the employee, upon request, a single photocopy of any document in the employee's personnel file at no cost. Requests for additional copies will be processed under the City's fee schedule for such services.
 - 5. Place a memo in the file regarding any request for the removal or addition of information by the employee and the action taken on such request.