



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

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| POLICY TITLE | Employee Records |
| INITIAL EFFECTIVE DATE | April 27, 2015 |
| LAST REVISION DATE | Replaces <i>Section 1.5 and 20.16</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014. |
| POLICY NUMBER | 5.01 |

OBJECTIVE The purpose of this policy is to establish an effective system for keeping records of applicants, current employees, and former employees which is essential to the proper operations of the Human Resources Department. The City strongly believes in respect for the rights and dignity of each employee, and the City pledges to conduct its business in such a way that the privacy of all its employees is protected within the guidelines of federal and state regulations.

SCOPE This policy applies to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Watauga. Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission, and the general and special orders of the Police and Fire Departments, which may incorporate some or all of the provisions of this policy.

POLICY

A. Employee Records

1. The City shall request, use, and retain only personal information concerning employees that is required for business or legal reasons.
2. All information about employees in either personnel or supervisory files will be kept confidential. Such information will be disclosed within the City only to supervisory personnel who are considering the employee for promotion, transfer, demotion, termination, or other personnel action.
3. Departments and divisions may maintain such working files as necessary for day-to-day administration.

B. Training Records

The Human Resources Department shall maintain the official personnel files for all City employees with the exception of training records. Training records are kept by each

respective department. The official training records for all police officers and firefighters will be maintained in their respective departments in order to provide the Texas Commission on Law Enforcement (TCOLE) and Texas Commission on Fire Protection (TCFP) the training, education, and certification records.

C. Access to Personnel Files

1. The official personnel records will remain in the Human Resources Department Office of the City of Watauga with the noted exception of the official the Police and Fire Department Training Records.
2. Access to information contained in an employee's personnel file shall be governed by the Texas Public Information Act and Chapter 143 of the Local Government Code as now or hereafter amended.
3. Any employee may inspect their personnel file. An employee desiring to inspect their personnel files should contact the Human Resources Department to establish a convenient time for this review. The employee may review the files and may take notes or request single copies of each page. No employee is allowed to remove anything from any personnel file. An employee may request correction of inaccurate information. Files must be reviewed in the presence of a member of the Human Resources Department.
4. All requests for information from persons outside City concerning job applicants and current, retired, or terminated employees must be referred to the Human Resources Department. No one else is authorized to release such information. See [Reference Checks/Verification of Employment Policy](#).
5. Department Heads and Supervisors may access only those personnel records of employees under their supervision, in accordance with Federal and States Laws, and only in the presence of a member of the Human Resources Department
6. Human Resources Department Members shall have complete access to all personnel records in order to maintain the official personnel records and to process all requests for information relating to the official personnel records. Removal of personnel records from the Human Resources area is limited to the following:
 1. The Human Resources Director or Human Resources Director's designee to perform maintenance to the personnel files.
 2. To store inactive personnel files.
 3. To comply with a signed "Release of Information" document presented to the Human Resources Department.
 4. To meet requirements of Federal and State Law.
 5. All other access to personnel records will be regulated by Federal and State Law.

D. Updating Personal Information

1. It is the responsibility of each employee to notify their department and Human Resources Department on any changes in personal data within five (5) working days from the date of change.
2. Information shall include but not be limited to change of:
 - a. Name
 - b. Home address
 - c. Mailing address
 - d. Telephone number
 - e. Person(s) to be contacted in the event of an emergency
 - f. Change in marital status
 - g. Number of dependents.
3. Employees should contact the Human Resources Department for changes in:
 - a. Beneficiary designations for any of the City's life insurance, and disability and pension plans.
 - b. W-4 Forms.
 - c. Any and all other changes such as direct deposit, health insurance, etc.