TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 106 LAST REVISED 8/1/08

SUBJECT: ADMINISTRATION OF EMPLOYEE PERSONNEL RECORDS

PURPOSE: To establish procedures and responsibilities for the maintenance of employee Personnel Records.

STATEMENT OF POLICY:

The Town is responsible for establishing and maintaining an official personnel file for each employee of the Town.

Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.

Employees may review their personnel records during regular business hours, when an appointment is made with Human Resources. Employees should share their concerns regarding the completeness or accuracy of the information contained in the file with Human Resources, and may offer a personal statement regarding the information in the file.

Separate personnel files may not be maintained by the individual Departments, except as provided by law.

Confidentiality
The Town will maintain the confidentiality of information contained in personnel records in accordance with applicable law.

The Town will comply with any valid court order or other government request directing the Town to provide information from personnel records. Access to information contained in the personnel file will be limited to the City Manager, Human Resources, the employee and his or her Department Head, immediate supervisors and others who have a valid basis for accessing the file. Files pertaining to employees who are candidates of interdepartmental transfer will be accessible by the prospective Department Head.

Retention
Personnel records are maintained during the tenure of employment and continue to

be maintained by the Town for the periods of time required by applicable laws after an employee separates from Town employment.

Previous revision 7/25/01