

## CITY OF WACO

### A. Statement of Purpose

Human Resources maintains personnel records in accordance with established guidelines and applicable law. Human Resources is responsible for insuring that information contained in personnel files is released in accordance with established guidelines and applicable laws in order to protect the privacy of each employee.

### B. General Policy

#### 1. Personnel Records

- (a) Human Resources maintains and updates personnel records for each employee in a personnel file.
- (b) Medical records are confidential and will be kept in a file separate from the employee's personnel file.
- (c) Civil Service records are stored and accessed in accordance with Chapter 143 of the Texas Local Government Code requirements.
- (d) Payroll records, including official signed time sheets, are maintained by Fiscal Services.
- (e) It is the responsibility of each employee to notify Human Resources of any change of address or status affecting the personnel record. Employees must report all changes in address and/or phone numbers to Human Resources by completing a Change of Address Form.

#### 2. Personnel File Access

- (a) Confidentiality of personnel files is maintained in accordance with applicable law. Human Resources is responsible for insuring that information contained in personnel files is released in accordance with established guidelines and applicable laws.
- (b) Under the Texas Public Information Act, an employee may elect to have the employee's driver's license, address, telephone number, social security number or family information withheld from public release. Each employee must complete a Status of Personnel Information in Employment Records Form to designate their election.
- (c) Employees may review the contents of their personnel file by scheduling an appointment with the EEO/Staffing Officer. Employees may request copies

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of documents contained in their personnel file but the originals may not be removed from the file.

- (d) All personnel files for current employees will be kept secured in a locked cabinet in the Human Resources Department. Personnel files may not be removed from the Human Resources Department.
- (e) Personnel files for former employees will be forwarded to archives for retention in accordance with retention schedules.

### 3. Release of Information

#### (a) Internal disclosure

- (1) The personal data maintained in an employee's personnel folder may be released to persons on a "need to know" basis for "official use only." It will not be released to anyone who does not have a "need to know." Information may be released to the City Manager, Assistant City Managers, Director of Human Resources, Department Directors, Supervisors and investigative officials.
- (2) Authorization for release of personal data which is a matter of public record may be granted by the Director of Human Resources or designee, and may include name, positions held, salary range and dates employed.
- (3) Personal data which is not a matter of public record may be released upon written authorization from the employee, unless disclosure is required by law.
- (4) Access to employees' personnel folders must be authorized by the Director of Human Resources or designee.

#### (b) Disclosure to non-City requestors and public information requests

- (1) All requests for information on current or former employees must be referred to the Human Resources Department.
- (2) Human Resources may respond to telephone inquiries by confirming an employee's current position, date of hire, and current salary. Human Resources may also respond to telephone inquiries concerning a former employee by releasing by the former employee's dates of hire and termination, positions held, and salary ranges.
- (3) If a written request for information concerning a current or former employee is made, the request will be processed as a Public Information

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request in accordance with the procedures for such requests and in accordance with the Public Information Act.

4. Privacy of Employee Information

The City of Waco complies with applicable law in maintaining the privacy of employees' records. The City is committed to the following:

- (a) No personal data record keeping system will be kept secret;
- (b) A City employee may obtain personal information and learn of its uses;
- (c) Information obtained for one purpose may be used for another purpose only with the notification and approval of the employee;
- (d) A City employee is permitted to correct or amend specific records of identifiable information;
- (e) Any organization creating, maintaining, using, or disseminating the records of identifiable personal data must assure the reliability of the information for its intended use and take reasonable precautions to prevent misuse.



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Larry D. Groth, P.E., City Manager  
November 6, 2006