

City of Mission Viejo Personnel Policy

Subject: PERSONNEL FILES

Statement of Intent:

To define access privileges to personnel files and to establish guidelines for the content of personnel files. In accordance with Municipal Code Chapter 2.60 "Personnel System", the City Manager delegates the administration of the procedures within this policy to the Human Resources Manager and/or Human Resources Division staff.

Policy:

1. A Personnel file shall be maintained for each employee. The file shall remain in the Human Resources Division and shall contain all official records related to an employee's employment with City. Personnel files may not be removed from the Human Resources Division except by specific court order or subpoena.
2. Personnel files are considered confidential. Controlling access to personnel files is the responsibility of the Human Resources Manager, or a designee. The immediate supervisor and managers in the chain of command above the employee may review an employee's personnel file.
3. An employee may request to review his/her personnel file during normal business hours. An employee may request a copy of a document(s) in his/her personnel file. The City may charge the employee for copies of personnel file documents.
4. Under no circumstances may an individual authorized to review a personnel file remove any documents from the file. If the employee or a supervisor believes a document should be removed from a personnel file, he/she shall make a request to the Human Resources Manager, or a designee. The Human Resources Manager, or a designee, shall determine if the document is to be removed.
5. Only documents relevant to the employee's service with the City or the Community Services District shall be placed in an employee's personnel file. The Human Resources Manager, or a designee, shall determine the relevance of documents to be placed in personnel files.
6. Personnel files shall be maintained, at a minimum, in accordance with state and federal law.
7. Documents related to the Problem Solving Policy shall be maintained in a confidential problem-solving information personnel file, separate from the employee's general personnel file.
8. Medical documents shall be maintained in a confidential medical information

personnel file, separate from the employee's general personnel file.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)

Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)