



City of Brunswick – Human Resources Standards of Practice

SECTION 9 RECORDKEEPING

9.1 Personnel Records

9.2 Attendance Records



City of Brunswick – Human Resources Standards of Practice

SUBJECT: 9.1 Personnel Records
EFFECTIVE DATE: May 1993 DATE REVISED: 6/5/02; 4/6/05

STANDARD

Individual personnel files shall be established and maintained for each employee according to standard criteria and according to law. All employee information is confidential, except that required to be public by open records laws. These files and their contents shall be maintained in the Human Resources Department.

PRACTICE GUIDELINES

1. The confidentiality of employee information applies to all formats, including computer databases, files, written materials, or verbal communications.
2. The Human Resources Director shall be the custodian of all personnel records and the records shall be the property of the City.
3. The Human Resources Director will prescribe necessary forms and reports including but not limited to Personnel Action and Payroll Forms, Separation Reports, Employment Applications, Employment Agreement Letters, Performance Appraisals, Applications for Job Postings, New Employee Information Documents, and Emergency Notification Forms.
4. Information relating to each employee is maintained in accordance with appropriate laws and regulations. Medical/benefits information is maintained in a confidential file, separate and apart from general employment documents.
5. Each employee may access and inspect his/her official personnel file during normal business hours by appointment with the Human Resources Department. Each employee may receive a copy of documents placed in his/her official Personnel File.
6. Supervisors may review the personnel files of employees under their supervision but may not add items from the file without the employee's knowledge.
7. Materials shall not be removed from the personnel files except by direction of the City Attorney.

8. Materials regarding applicants for employment (Applications for Employment), while considered "personnel records", are not a matter of public record subject to the public disclosure provisions of this procedure.
9. Only with the approval of the Human Resources Director shall materials be added to any employee personnel file.
10. The information of public records in Personnel Files and records shall be available for the purpose of inspection, examination and copying only in the Human Resources Department during regular business hours. The information is generally limited to that specifically identified by open records laws. Additional information may be provided on a case by case basis dependent upon the requestor's "need to know" and in accordance with applicable laws governing the individual employee's protection of privacy and after consultation with the City Attorney.
11. An employee who objects to material in the file may place in the file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.
14. Personnel records containing confidential information will be routed under cover, either by inter-office envelope marked confidential or other protective means.
16. Reference information may be provided with the written authorization of the employee. Information shall be provided only by Human Resources staff and shall be limited to information verifying dates of employment, salary, and job responsibilities.



City of Brunswick – Human Resources Standards of Practice

SUBJECT: 9.2 Attendance Records

EFFECTIVE DATE: 8/23/99

DATE REVISED:

STANDARD

Each department head shall be responsible for the appropriate attendance of all persons in that department and shall keep complete attendance records. Attendance records shall be maintained by each department head and shall be retained within the department.

PRACTICE GUIDELINES

1. Nonexempt employees are required to maintain time records showing hours worked.
2. Time records shall indicate the purpose for overtime. Overtime shall be approved in advance by appropriate supervisors.
3. Each nonexempt employee shall sign the time record, at the end of each pay period, or within [work] days, certifying that the time record is accurate and complete. Time records will be signed by supervisors who have knowledge of the time worked, and shall certify that he/she has reviewed the record and that it is accurate and complete.
4. Falsification of time records is grounds for disciplinary action up to and including dismissal.
5. Time records shall accurately and completely reflect the use of vacation leave, sick leave, other types of leave, and compensatory time earned and used. Such information will be reported to the Payroll Administrator.
6. Attendance records should include, at minimum, the following information: vacation leave, sick leave, holiday leave, compensatory leave, other leave, hours worked during normal work hours, and hours worked beyond normal work hours.
7. These time records shall be kept on file for a minimum of three (3) years.
8. Records of hours worked beyond normal work hours (overtime) will include the purpose of overtime and number of hours worked. This information should be kept on the basis of the nearest 15 minutes.
9. It is critical that all accumulated compensatory time and compensatory time used be documented and records to that effect be maintained.

