

Section I - Administration

The Human Resources Department is responsible for the administration of all personnel related policies and procedures in this manual and any others directed by the Mayor and City Council and/or City Administrator.

Section II - Responsibility and Authority of the Human Resources Department

The Human Resources Department has the responsibility for:

- 1) The daily administration of the provisions of personnel policy;
- 2) Establishing and maintaining a roster of all City employees, which shall contain the classification, pay grade and step, salary and other pertinent data as deemed necessary;
- 3) Administering the City's recruitment and selection program;
- 4) Informing employees of personnel policies, procedures, and activities affecting the City's operation;
- 5) Consulting with the managers of the departments on policy recommendations and other matters pertaining to personnel in their respective departments, including classification, evaluation, reclassification, and promotion matters;
- 6) Certifying pay rates of employees in City service;
- 7) Providing employees with reasonable opportunity to review their individual personnel files;
- 8) Orientation of new employees;
- 9) Training of personnel through in-house workshops as well as offering seminars on various topics related to employee development.
- 10) Administering all safety, health and welfare programs to include all employee benefit programs.

Section III - Employee Personnel File

A central file of records on all personnel is maintained by the Human Resources Department. An employee may, upon written request to the Director of Human Resources, review their own personnel file. The written request must state the reason a review of the file is being requested; as well as the item(s) the employee wishes to review. A representative of the Human Resources Department will be present during the review of the file. No information may be removed from the office. Copies may be obtained of the items reviewed for a nominal charge per copy.

- A. The personnel file will contain for each employee:
 - a. a resume or standard City application form.
 - b. results from administered employment tests.
 - c. various entrance checks such as references.
 - d. copies of position or pay rate change authorizations.
 - e. all commendations or certifications of training completed.
 - f. reprimands and disciplinary action notices.
 - g. supervisor-employee conference reports, such as performance evaluations.
 - h. benefit forms such as health, dental and life insurance applications, retirement applications; as well as any other required employment forms.
 - i. other personnel action, notices, and personnel data required for the proper administration of the personnel program.

- B. Employee personnel records are confidential and shall be accessible only to the persons listed below:
 - a. the employee.
 - b. the City Administrator.
 - c. the employee's department head.
 - d. the supervisor, with the approval of the employee's department head.
 - e. employees in the Human Resources Department.

- C. All reports relative to medical examinations and/or inquiries will be maintained as a separate medical record, and not included in the employee's personnel file. These records will be disclosed only as permitted by the Americans with Disabilities Act (ADA) and other applicable laws.