

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Personnel Files	<b>Number:</b> 22-3
	<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All	<b>Supersedes (Number/Date):</b>
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>  <b>Approved:</b> Approved by City Council on: 10/17/2023

**Overview:** The Human Resources Department shall maintain personnel files for all current employees at the Human Resources offices which shall contain information for effective personnel administration. This code regulates the types of files maintained and access to the files.

**Applicable to:** All employees

**Guidelines:** Official Personnel Files: The Official Personnel File is the repository for those documents necessary to document an individual’s tenure and status as a City employee. The Human Resources Department shall maintain an official personnel file for each City employee. Unless otherwise required by law, the Human Resources Department shall determine whether a document and/or the data it contains is maintained in paper or electronic form. An employee may request additional information be added to their file if determined appropriate by the Human Resources Department. No counseling or disciplinary document shall be placed in the employee’s personnel file until such employee has had the opportunity to review the document, to receive a copy of same, and to discuss the document with the issuing party. The Human Resources Department may charge a fee to provide copies of materials from the employee’s personnel file. Personnel files may not be removed from the Human Resources Department. The Personnel File may contain such items as:

- Work history information, including job application, supplemental questionnaire responses, resumes, letters of recommendation, DMV records, pre-employment medical clearance, certifications required for the position, and new hire information.
- Identifying information.
- Evidence of transfers, promotions, and PAFs.
- Work performance information, including evaluations, letters of commendation, recognitions, and documentation of disciplinary actions.
- Employment contracts and job descriptions.

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- Signed acknowledgments of receipt of City policy advisements.
- Training and compliance certificates.
- Responses by employee on any of the above.

Supervisor Files: The purpose of the Supervisor file is to collect information regarding a specific employee for the purpose of evaluations, progressive discipline, or recognition. The Supervisor's file may include performance evaluations, supervisor's notes regarding performance and discipline, counseling statements, training information, and disciplinary action. The Supervisor file is accessible only to the employee's supervisor. The employee does not have a right to access a Supervisor File. Supervisor Files should be purged yearly after the annual evaluation has been completed or upon separation of employment.

Training Files: POST requires that law enforcement agencies maintain training files for peace officers.

Payroll Files: Typically, all information, data, or documents pertaining to individual employees' pay is contained in a payroll file. This includes items such as requests for garnishment or levies by outside authorities; tax withholding forms and other forms reflecting compensation, including payroll deductions; PERS health and retirement information; deferred compensation information; health benefits; and records reflecting any other deductible items, including direct deposit.

Medical Files: The official repository for employees' medical-related documents is maintained at the Human Resources Department. Any records or documents such as leave requests, disability accommodations, medical certifications, FMLA requests, fitness for duty, pre-designated physician, or other medical-related issues must be kept separately from personnel files.

Workers' Compensation Files: The Human Resources Department is the repository for all official records maintained in connection with a workers' compensation claim. Medical and litigation records are kept in these files and are not freely accessed by other City departments unless appropriate releases are obtained. These files are kept specific to the individual claimant.

**Access to Personnel Files**

An employee has access to most records and documents generated or maintained by the City which pertain to that employee and could be used by the City to make workplace decisions about the employee. An employee may inspect documents from their own personnel or payroll file. The file review is conducted in the presence of a staff member from the Human Resources Department. A fee for copies of documents may apply.

No more than once per year, an employee may request and receive a copy of the contents of this file without any charge for copying. Thereafter, a charge of fifteen cents (15¢) per page copied may be required if more than twenty-five (25) pages are requested to be copied at any one time.

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Employees do not generally have access to background investigations, internal investigations, the department's correspondence with attorneys, letters of reference or ratings, records obtained prior to employee's employment, examination scores, items obtained in connection with a promotion exam or interview, and pre-litigated workers' compensation files.

With written permission from the employee, a representative or potential employer may inspect the contents of the personnel file. An authorization to release information to a third party must be clear, complete, and unambiguous.

No counseling or disciplinary document shall be placed in the employee's personnel file until such employee has had the opportunity to review the document, receive a copy, and to discuss the document with the issuing party. If the employee disagrees with the placement of a document in their personnel file, the employee may attach a written response of disagreement.

The employee's immediate supervisor and/or Department Head may inspect an employee's personnel file at any time during the normal working hours of the Human Resources Department.

**References:** California Public Records Act; Govt Code §6254 and §6254.3, disclosure of personal information; Labor Code §1198.5 inspection of personnel files; Labor Code §432 contracts and applications of employment; Labor Code §226 payment of wages; Code of Regulations §16020-16027 records.