

## MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

<b>SECTION:</b> 7.00	
Miscellaneous	

SUBJECT: 7.15
City Records

SUPERSEDES: March, 1990

NEW EFFECTIVE DATE: August 15, 1992

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APPROVED BY CITY MANAGER:

## I. Personnel Records

Employees may have access to their Human Resources Department personnel file during normal working hours and upon reasonable notice. An employee organization may have access to personnel files only with the employee's written permission. Privileged, confidential and investigative material may be withheld from inspection.

## II. Employment Verification

All employment verifications for current and former City employees shall be processed through the Human Resources Department. Employment verification shall provide information on the following items only: dates of employment, classification and salary. Except as provided by law or with the written authorization of the former employee, information concerning an employee's suitability for employment shall not be discussed or provided.