

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.02 (19.0)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 10/03/05

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
ACCESS TO PERSONNEL FILES**

SUPERSEDES: 02/09/04

I. PURPOSE

The following policy is established to identify those individuals who have access to personnel files, what information may be obtained from personnel files, and the procedure for accessing personnel files.

II. POLICY

A. INDIVIDUALS WHO HAVE ACCESS TO PERSONNEL FILES

- Members of City Council;
- City Auditor and authorized employees of the Department of Audit Services;
- City Manager and authorized employees of the City Manager's office;
- Legal representatives for the City in connection with grievance proceedings, litigation and other legal matters;
- Director of Human Resources and authorized employees of the Department of Human Resources;
- The employee;
- The employee's supervisor;
- The employee's department head;
- Members of a grievance panel assigned to hear a grievance for an employee, with prior permission of the grievant;
- In response to a subpoena for the record; and
- Individuals with a signed release by the employee giving permission to access their personnel file.

B. LOCATION

Personnel files are housed in the Department of Human Resources and will be reviewed in the Department of Human Resources. Original files will not leave the Department of Human Resources, except to go to the City Manager's Office upon request or in connection with legal matters as authorized by the Director of Human Resources.

C. PROCEDURE

Employees who would like to review their personnel files should contact the Department of Human Resources for an appointment.

D. IDENTIFICATION

Identification may be requested by the Department of Human Resources for any individual requesting access to a personnel file, including the employee.

Requests for materials, subpoenaed or otherwise, received in connection with legal action or investigation should be submitted in writing. Items not specifically identified will not be provided. When an investigator seeks information, only the material specifically identified will be disclosed. The investigator's credentials will be checked by a member of the Department of Human Resources prior to release. If there is any doubt concerning the validity of the credentials, or appropriateness of the information requested, a written request for the material including verification of credentials will be requested prior to disclosure.

E. COPYING

Items from a personnel file may be copied by a member of the Department of Human Resources. A nominal cost (per copy) may be charged. Copies will only be disseminated to individuals as authorized in Section II, A.

Dr. Clarence V. Cuffee, City Manager

Date