




# Santa Cruz Consolidated Emergency Communications Center

231 Union Street  
Watsonville, California 95076  
(408) 728-6125

## COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No: 1330  
Date Issued: January 20, 1994  
Date Revised:

APPROVED:

  
Board Chairperson

SUBJECT: PERSONNEL FILES

1. The official personnel file of each Authority employee is maintained by the General Manager.

2. It is the policy of the Authority, in accordance with State Law, that these records are confidential and that the privacy of employee records should be respected and preserved.

3. In general, employee personnel files should contain the following:

3.1 Personnel and payroll transactions and supporting documents.

3.2 Legally required documents.

3.3 Performance Evaluations.

3.4 Correspondence from the Authority regarding personnel actions; including commendations, certificates, and discipline.

3.5 Pertinent material placed in the file at the request of the employee.

4. The employee personnel files will not contain Law Enforcement background investigation Records.

4.1 Law Enforcement background investigation records shall be maintained in a separate file and are not subject to the access provisions of this policy.

5. Employee medical information shall not be maintained in the personnel file.

6. The contents of employee personnel files are confidential and as such, access to such files are specified as follows:

6.1 Current and former employees may review their own personnel files in the General Manager's office during normal business hours.

6.2 A representative may review an employee's personnel file with the written authorization from such employee.

6.3 The employee's immediate supervisor, Manager, or General Manager may review an employee's personnel file.

6.4 A law enforcement or related agency may review an employee's personnel file with the written authorization from such employee.

6.5 If there is a claim, complaint or suit against the Authority, specific individuals acting as agents of the Authority may have access to an employee's personnel file, with the approval of the General Manager.

6.6 All other requests for access to or copies from an employee's personnel file will require a duly authorized subpoena.

7. Material may only be removed, destroyed, or expunged from an employee's personnel file in accordance with State law.

8. Personnel files shall be retained for nine (9) years after separation of the employee from Authority service and then be destroyed.