

**CITY OF CHANDLER**  
**PERSONNEL FILES POLICY**

**I. PURPOSE**

The purpose of this policy is to establish the records that will be maintained in the employee personnel file and the procedures for the review of the employee personnel file.

**II. POLICY**

The official personnel file for all City employees is retained in the Human Resources Division. Due to the confidential nature of certain employee records, the Human Resources Division may maintain a separate file for confidential information. Employees may review their file upon request.

**III. RESPONSIBILITIES**

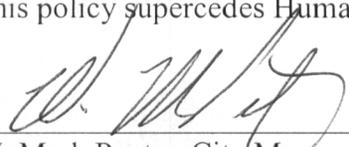
- a. It is the responsibility of the Department Director or designee to provide the Human Resources Division will all employee documents that are required to be placed in the official employee personnel file.
- b. It is the responsibility of the Human Resources Office to maintain required documents in the employee's official personnel file.

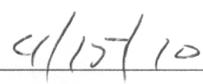
**IV. PROCEDURES**

- a. Contents of the Personnel File- The Human Resources Division will establish a personnel file for all employees upon appointment to a City position. Regular employees will also have a benefit file established on their behalf. The personnel file will contain all documents relating to an employee's initial employment, all documents relating to subsequent changes to employment, documents relating to the employee's performance and/or disciplinary actions, various payroll related documents, documents acknowledging completion of employee training and other miscellaneous documents necessary to process or document various actions. The benefit file will contain all documents regarding an employee's benefits with the City.
- b. Employee Review of Personnel File- Employees may submit a request to the Human Resources Division to review their employee personnel file at any time. Due to the confidential nature of certain employee information, the Human Resources Division may maintain a separate file for confidential information; therefore, employees should be specific in their request regarding the information they would like to review.
- c. Documents Relating to Discipline in the Personnel File- Documents relating to disciplinary actions, including written letters of reprimand, demotions or suspensions are required to remain in the Personnel File. Counseling forms or memos are not disciplinary actions and shall not be placed in the official Human Resources file.

V. **APPROVAL**

This policy supercedes Human Resources Personnel Files Policy dated May 23, 2003.

  
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W. Mark Pentz, City Manager

  
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Date