



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Records and Transactions Management	<b>Policy Reference</b> Chapter 3
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b>
<b>Personnel Committee Approval</b>	<b>City Council Approval</b>

3.1 **PURPOSE.** Personnel records are essential to provide factual data about an individual's employment with the City. They serve as a basis to evaluate qualifications for promotion or transfer and to determine the status, eligibility, rights and benefits of employees under pertinent regulations. The documents in the personnel folder vitally affect the rights and benefits of employees and are used in making management decisions.

3.2 **RESPONSIBILITY AND AUTHORITY.**

3.2.1 Human Resources Department. The Human Resources Department shall:

- a. Establish, maintain and coordinate personnel transactions and records for all City employees.
- b. Develop and maintain a central personnel file for each City employee showing name, address, birth date, title, salary, change in status, annual performance ratings and such other pertinent information necessary for effective personnel administration and for compliance with Federal and State laws.
- c. Advise and assist Department Heads on all City personnel transactions, records and systems procedures.
- d. Notify the Payroll Division of all matters affecting payroll changes.

3.2.2 Department Heads. A department head shall:

- a. Initiate and process transactions that affect their employees using forms provided by the Human Resources Department.
- b. Maintain a record of each employee's compensatory time, if any, to justify time off from work.
- c. Promptly notify the Human Resources Department of all changes in personnel information affecting records and payroll, including change of address, change of dependency, leaves of absence or other pertinent

information.

3.2.3 Payroll Division. The Payroll Division shall convert personnel transactions as it affects payroll records and shall maintain cumulative records of vacation, sick leave and payroll deductions and other pertinent information.

3.2.4 Employees. All employee shall be responsible for notifying their supervisor of any changes which affect their personal status including, but not limited to, change in address, telephone, and name.

3.3 SECURITY OF RECORDS. Access to personnel and payroll records should be limited to those employees who utilize official records in order to perform their assigned duties. Others who are authorized access should obtain the records from those assigned responsibility for their maintenance. In accordance with Wisconsin Statutes Section 103.13, any employee may make arrangements to view their own personnel records at a time mutually acceptable with management, but no later than 7-working days after the employee makes the request for inspection. Requests must be in writing on a form prescribed by the Human Resources Director. The City will grant at least 2-such requests per calendar year.

Information as to the name, dates of employment, class title, and salary of an employee is available for public inspection during normal working hours. The release of any other personal data requires a written release from the employee. Such other data shall be considered confidential to prevent the invasion of privacy and shall be available only to the employee or their designee, the Human Resources Department, and authorized Federal and State representatives who have cause to review the file for official reasons. In all other respects, Wisconsin Statutes Section 19.31- 19.39 shall govern.

3.4 REPORTS. The Human Resources Director shall provide the Personnel Committee with reports and information relating to personnel actions upon request or as may be appropriate.