

CITY OF STAMFORD  
DEPARTMENT OF HUMAN RESOURCES  
EMPLOYEE PERSONNEL FILES AND RECORDS

MAINTENANCE OF EMPLOYEE RECORDS

The Department of Human Resources is responsible for the retention and maintenance of all personnel records of current and former city employees. The employee's personnel file maintained by the Department of Human Resources is the official personnel file for all city employees and may consist of both paper and digital records. The personnel file may contain papers, documents and reports, including electronic mail and facsimiles, pertaining to a particular employee that are used or have been used by an employer to determine such employee's eligibility for employment, promotion, additional compensation, transfer, termination, discipline, sustained complaints or other adverse personnel action, as well as employee evaluations or reports relating to such employee's character, credit and work habits.

As required by law, some records such as medical and benefit records, I-9 forms, and documents concerning ongoing internal investigations, and complaints that are not sustained, are maintained in separate files within the Department of Human Resources. Payroll records are maintained by the Payroll Department. Certain pre-employment records may be retained by testing companies and medical providers and not made part of the personnel record.

ACCESS TO PERSONNEL RECORDS AND MEDICAL RECORDS

An employee or former employee shall have the right, by appointment, to review and copy, but not remove, the contents of his/her own personnel file and/or medical records file. The City may limit such review to two occasions per calendar year. All requests to inspect and/or copy an employee's personnel file and/or medical record file shall be made in writing and submitted to the Human Resources Department. Upon receipt of the written request, Human Resources will schedule an appointment for the employee to view his/her personnel file and/or medical record file during normal business hours and in the Human Resources Department. In all instances, an HR representative will accompany individuals reviewing their personnel files and/or medical files.

If, upon inspection of his or her personnel file and/or medical records file, an employee disagrees with any of the information contained in the file, a request to add or remove information should be directed to the Director of Human Resources. If an agreement cannot be reached on the removal or correction, then the employee may submit a written statement explaining his or her position. The statement will be maintained as part of the employee's personnel file and/or medical record file.

Department managers may have access to an employee's personnel file for business-related purposes only. Except as otherwise required by law, only the employee, and for business-related purposes, certain designated employees in the Human Resources department may have access to other employee records.

## RELEASE OF PERSONNEL RECORDS

The Department of Human Resources maintains the confidentiality of the contents of employee personnel files subject to and consistent with Freedom of Information Act requirements as set forth in Connecticut General Statutes Sec.1-214. The City will provide limited disclosure of employee information of the employee's dates of hire, title, wage or salary when the request is made: (1) by a third party that maintains or prepares employment records or performs other employment-related services for the City of Stamford; (2) pursuant to a lawfully issued administrative summons or judicial order, including a search warrant or subpoena, or in response to a government audit or the investigation or defense of personnel-related complaints against the City of Stamford; (3) pursuant to a request by a law enforcement agency for an employee's home address and dates of attendance at work; (4) in response to an apparent medical emergency or to apprise the employee's physician of a medical condition of which the employee may not be aware; (5) to comply with federal, state or local laws or regulations; or (6) where the information is disseminated pursuant to the terms of a collective bargaining agreement.

Employee information may be released to a third party pursuant to the directions provided on a release signed by the employee with appropriate supporting employee identification.

The City reserves the right to access a reasonable charge for copies requested by the employee or other party

Personnel Records are subject to retention requirements as published by the State Office of Public Records Administrator (schedule M2).

*Alfred C. Cava*  
Alfred C. Cava,  
Director of Human Resources

September 29, 2020  
Date