

**Policy:** AD-06-29  
**Policy Title:** Departmental Personnel File Access Policy  
**Policy Purpose:** Set forth guidelines for personnel file access  
**Implementation Date:** 08/14/2006  
**Revision Date:** N/A

## **TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **DEPARTMENTAL PERSONNEL FILE ACCESS POLICY**

#### **I. Introduction**

Every employee of the department shall have an opportunity to review their departmental personnel file at reasonable times upon request. Each employee shall have the right to inspect his/her departmental personnel file contents that are used or have been used to determine the employee's qualifications for employment, promotion, additional compensation, termination or other disciplinary action.

#### **II. Procedure**

##### **A. Review of Departmental Personnel Files**

###### **1. Where and When Files May be Reviewed:**

- a. Departmental personnel folders for Public Works employees are maintained in the office of the Office Manager and/or Director at 2706 East 171<sup>st</sup> Street, Westfield, IN 46074. Office hours for reviewing these files are from 7:30 a.m. to 4:30 p.m. Monday through Friday, except holidays observed by the department.
- b. An employee shall make a reasonable effort to review his/her departmental personnel files on the employee's own time. However, if sufficient time is not available, a supervisor may authorize an employee to review the file on Town time if such review does not interfere with the normal business of the work unit.
- c. An employee shall only review his/her folder at reasonable intervals (Once a year is appropriate unless there is a specific reason for more frequent reviews).
- d. When an employee arrives at the office of the Office Manager, he/she shall request the review of his/her departmental

personnel file. An administrative staff member shall assist the employee in the review process.

- e. The employee must show his/her Department I.D. card or other valid identification to the staff member since an employee is allowed to review only his/her own file.
- f. The staff member shall present the file to the employee and remain with the employee throughout the review.
- g. Supervisory staff may not access any departmental personnel file without the prior approval of the Director of Public Works.

B. Removal/Reproduction of Department al Personnel File Material

- 1. Removing or altering any material in the departmental personnel file will be grounds for immediate discipline that may result in immediate termination of employment from the department.
- 2. An employee may request copies of material in the personnel file. If approved, requests for copies should be filed in the employee's departmental personnel file and are subject to the following fee requirements.
  - a. In accordance with Ordinance 05-25 and as amended from time to time;
  - b. All fees must be paid by cash in advance;
  - c. Reproductions shall be limited to one copy of each page requested; and
  - d. If the employee requests that copies be mailed, then he/she must provide a stamped, self-addressed envelope in addition to the fee.
- 3. An employee may request that material be added to or sealed in his/her departmental personnel file. Such requests must be in writing to the Director of Public Works and the material to be added must contain the current date and signature of the employee. The employee will be notified at a later date if his/her request has been granted or denied.



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