




City of Olympia Administrative Guidelines

GUIDELINE #6 Employee Files	
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Administrative Guideline #6 – Employee Files

6 Employee Files

6.1. PURPOSE: To establish a policy and guidelines for maintaining employee files.

6.2. REFERENCE: RCW 4014.070 – General Records Retention Schedule, WAC 414-24-050

6.3. APPLICATION: This Administrative Guideline applies to all individuals currently or previously employed by the City of Olympia. Departments are encouraged to adopt additional guidelines regarding employee file maintenance to meet the operational needs of the department, so long as they are consistent with the provisions of this Administrative Guideline.

6.4. POLICY: A central employee file is maintained by the Human Resources Department as the main source of information pertaining to an individual's employment.

6.5. GUIDELINES:

6.5.1. EMPLOYEE FILE CONTENTS: The following categories of information will be maintained, as appropriate, in the employee's central file. Other information may be included at the discretion of the Human Resources Director. No medical information or medical history will be kept in these files (See Administrative Guideline #7 - Medical Files.)

- a. **Access Report:** A policy statement regarding who has access to the file and a record of all those reviewing the file with date of access, written authorization, if required, and reason for review.
- b. **Personal Information:** Name, address, phone numbers, date of birth, social security number, medical insurance coverage and-emergency contact information.
- c. **Payroll Information:** Personnel Action Forms, employment and separation records, deduction authorizations, and W-4 forms.
- d. **Education/Training:** A record of completed education and training.
- e. **Work History:** Performance reviews, disciplinary information, job applications, safety violations, safety orientation checklist, credit reports, outside employment approval, weapon certification, pictures, fingerprints and I-9 verification forms, as pertinent to employment.
- f. **Commendations:**

6.5.2. ACCESSIBILITY:

- a. The following people will be allowed access to an employee's file:
 1. Employee
 2. Human Resources Department Staff
 3. Payroll Staff
 4. Supervisors & Managers (Within the employee's direct chain of command)
 5. Department Director
 6. City Manager
 7. City Attorney
 8. An attorney representing the employee or the City Of Olympia in a legal proceeding and/or his/her agent.

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- b. Terminated City employees retain the same access rights to employee files as current employees.
- c. Persons engaged in an investigation, not having written authorization from the employee, will be allowed access to employee files only upon issuance of a lawful subpoena.
- d. The employee may authorize access to their employee file by providing written authorization. No access is allowed except as stated above without written authorization from the employee. A copy of this authorization will be retained in the employee's file.
- e. Anyone wishing to view an employee file should make an appointment to do so with a Human Resources staff member. Access to employee files will not be allowed without a Human Resources Staff member present with the exception of the City Attorney or City Manager. In the case of department employee files, the department director, or designee, must be present at the time the file is reviewed.

6.5.3. TERMINATED EMPLOYEES: Terminated employee files will be destroyed in accordance RCW 41.14.070 and WAC 414-24-050.

6.5.4. DISCIPLINARY MATERIAL: Disciplinary material may be removed upon the written request of the employee and written approval by the department director.

6.5.5. DEPARTMENT EMPLOYEE FILES: Employee files retained by the departments which contain documentation also contained in the central-employee file are subject to all the provisions of this policy. If no such material is retained in the department files, the department director may allow additional access to department files when necessary for research, file maintenance purposes or to accomplish a specific mission of the department (Example: Fire Training Officer to plan training programs.)

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