

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section A: **EMPLOYMENT**
No. 07 **Employment File**
Revised and Approved: **1/23/20**

1.0 Purpose

- 1.1 This policy provides guidance on information maintained in the employee personnel file maintained through Human Resources, as well as what can be released as public record or considered confidential in accordance with state law.

2.0 Scope:

- 2.1 All departments.

3.0 Procedures/Rules:

- 3.1 The official employee file is held in Human Resources.
- 3.2 This file shall include employee documents related to pay, position, benefits, retirement, employment applications and acknowledgement forms, background and drug test results, commendations, discipline, performance evaluations, training records, or any other information as deemed appropriate for the file.
 - a. For purposes of classified Police and Fire personnel:
 - 1) Discipline equal to definite or indefinite suspensions may be maintained in the Human Resources file; discipline less than a suspension, and other such documents that are protected from being in the personnel file, shall be held in the employee's "g" file maintained by the Chief, in accordance with Local Government Code, Chapter 143.089(g).
 - 2) Documents related to the investigation and hearing of any such discipline that was appealed to the Civil Service Commission or third party hearing examiner and upheld shall also be included in the Human Resources File, excluding body camera information or other such areas that are further protected under differing laws. Human Resources shall rely on Local Government Code, Chapter 143.089(a) and guidance from employment attorneys with expert knowledge in Civil Service to clarify documents to be included if questions arise.
 - 3) Access to the "g" file held by the Chief is substantially limited in accordance with state law.
- 3.3 Public Information Requests filed for items in the employment file shall be reviewed with the City Attorney's Office to confirm eligibility for release to the public.
- 3.4 Employees may review their employment file held in Human Resources.
- 3.5 Medical, Family Medical Leave, Drug test and other such documents warranting increased protection and/or confidentiality shall be maintained separately in a confidential file.
- 3.6 Employment verification and reference checks should be done by Human Resources or any service provided through Human Resources.

4.0 Appendices: None