



EMPLOYEE RECORDS

POLICY

Official employee records are maintained in the Human Resources Office. The following public information is kept on each employee: name; age; date of original employment; current position and title; current salary; date and amount of most recent increase or decrease in salary; date of most recent promotion, demotion, transfer, suspension, reclassification or separation; date and general reason for any for promotion; date and type of any dismissal, suspension, or demotion for disciplinary reasons.

PROCEDURES

Upon written request the information listed above shall be made available for inspection and examination and copies during regular business hours.

Any person requesting access to confidential information will be required to submit satisfactory proof of identity to the Director of Human Resources.

All information in an employee's personnel file not specified by policy as public is confidential and is not made available for inspection except to the following persons:

- The supervisor of the employee, any supervisory individual above the employee's position, and members of a hearing panel trying to resolve a grievance of the employee.
- Members of the General Assembly by the authority of G.S. 120-19.
- A party by authority of a proper court order.
- An official of an agency of the federal, state or local government when the President or the Director of Human Resources determines that the record sought is necessary and essential to the pursuance of a proper function, of the requesting agency. However, confidential information from an employee's personnel file shall not be released to a government official to assist in a criminal prosecution or in a tax investigation.
- The employee or a person designated in writing by the employee as his/her agent. However, an employee or his/her agent may not be given access to letters of reference solicited before employment or to information concerning a medical disability that the physician furnishing the information has indicated not be disclosed to the employee. An employee may designate, in writing, a licensed physician to whom he/she wishes the medical record be disclosed.