

4.2 EMPLOYEE PERSONNEL RECORDS

Policy

The Village ensures that personnel records for all employees remain confidential, except to the extent provided by law.

Guidelines

- A. Personnel files contain information regarding pay, job performance, disciplinary action, commendations, records of attendance at training courses and seminars, and any other pertinent information.
- B. Department directors are responsible for forwarding personnel related documents to the Human Resources Department for inclusion in their employees' personnel files.
- C. Department directors are responsible to inform the employee of material they are placing in the employee's personnel file and must give a copy of the material to the employee if requested. Employees may provide a written rebuttal to any documents the employee sees in their personnel file.
- D. In accordance with applicable law, employees may review and copy documents in their personnel files by filling out the Request to Review Personnel Records form provided by the Human Resources Department.
- E. An employee may request that certain items be removed or placed into their personnel file. Requests must be made in writing to the employee's Department Director and approved by the Human Resources Director.

Effective Date: January 1, 2000
Revised:

4.3 EMPLOYEE PERSONAL INFORMATION

Policy

The Village requires all Village employees to report all changes regarding address, telephone number, dependent and marital status, next of kin and beneficiaries to the Human Resources Department so that the Village has current personal information as needed for employee benefits and emergency notification.

Guidelines

- A. Notification of a change in an employee's personal information should be made as soon as possible, but no longer than one week after the event causing the change.
- B. The Human Resources Department will provide the employee with any necessary forms to be completed based on the information which has changed.

Effective Date: January 1, 2000
Revised:

4.4 LICENSES AND CERTIFICATIONS

Policy

Certain positions require the possession of an appropriate driver's license or possession of necessary credentials or professional license to perform the responsibilities of the position.

Guidelines

- A. All employees who are assigned work requiring the operating of a Village vehicle must submit proof of a valid driver's license upon hire and, periodically, as required by the Village. Any employee who does not hold a valid driver's license will not be allowed to operate a Village vehicle until the appropriate license is obtained.
- B. If any license or certification privileges are suspended or revoked, the employee has 60 days from the effective date of the suspension or revocation to recover their license or certification. During this 60-day period, at the discretion of the Department Director, the employee may be assigned to a position or duties that do not require the license or certification. If reassignment is not provided, the employee may be placed on an unpaid leave or the employee may choose to take vacation or compensatory time. If the license or certification is not regained at the end of the 60 days, a determination will be made as to whether the employee will be terminated or permanently reassigned to a different position not requiring the license or certification.
- C. Any employee who fails to report a revocation, suspension or expiration of any required license or certification is subject to disciplinary action up to and including termination.

Effective Date: January 1, 2000

Revised: