

## SECTION X: RECORD KEEPING

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1. GENERAL POLICY. Federal law requires employers to keep detailed data about their employees.
2. CONFIDENTIALITY. Employee records are maintained in compliance with the law.
  - A. Confidentiality must be maintained at all times with access limited to employees and their supervisory chain.
  - B. Cottonwood Heights Parks and Recreation Service Area's policy is that only relevant, job-related information is maintained on its employees, that such information is held in strict confidence, and that access is limited only to those who require it for legitimate business reasons.
  - C. Employees have the opportunity to review their own files in the presence of the Director, or designee, on Cottonwood Heights Parks and Recreation Service Area premises during regular business hours.
3. PERSONNEL FILES REQUIREMENTS.
  - A. General.
    - (1) Personnel files are maintained on each employee and kept by the Human Resource Manager. The record copy (original) of all appropriate personnel information as set forth hereafter, related to an employee shall be filed in the employee's personnel file.
    - (2) No information from any record placed in an employee's personnel file will be communicated to any person or organization except by the Director, or designee.
    - (3) Employees, or their representative designated in writing, may examine the employee's personnel file upon request during normal working hours at Cottonwood Heights Parks and Recreation Service Area. When a Supervisor requires access to the personnel file of an employee under their supervision for the handling of personnel matters, the supervisor must obtain authorization from the Director, or designee.
  - B. Contents.
    - (1) An employment record; including the employee's job application, resume, interview forms, Employment Eligibility Verification (Form I-9), Employee's Withholding Allowance Certificate (Form W-4), Utah

Retirement Eligibility/Ineligibility Form, Job Acceptance, etc.

- (2) A signed copy of the employee's acknowledgment of reviewing and/or receiving a copy of the Personnel Policies and Procedures manual and acceptance of employment.
  - (3) All personnel action forms, including:
    - (a) Performance evaluations.
    - (b) Promotions or transfers.
    - (c) Salary rate changes.
    - (d) Disciplinary action taken. The employee will be asked to sign the disciplinary action form. If the employee refuses to sign this form; the Director, or designee, will so state.
    - (e) Appropriate certifications per the job description.
  - (4) Any information the employee wants included in response to any of the above actions.
  - (5) Records of citations for excellence or awards for good performance.
  - (6) Annual records of any leave accrued and taken. Official records of vacation and sick leave accrual and of leave usage are kept for employees by the Human Resource Manager. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. Employees may check with the Human Resource Manager, to obtain information regarding their current leave usage.
  - (7) Record of any other pertinent information having a bearing on the employee's status.
- C. Employee Information/Change of Employee Status. Employees are responsible for ensuring that personal employee information contained in their personnel files is current and accurate. Employee information (any change in number of dependents, marital status, address, telephone number, etc.) should be updated by completing a Payroll Change Notice and returning it to the Human Resource Manager, to file in their personnel file.

- D. Giving References. Cottonwood Heights Parks and Recreation Service Area limits information given in a reference to the following.
  - (1) Verification that the employee worked, full-time or part-time, for Cottonwood Heights Parks and Recreation Service Area during a stated period.
  - (2) A description of the position held.
  - (3) Verification that the employee achieved a given salary range.
  - (4) Eligibility for re-hire.
  
- 4. OTHER FILES REQUIREMENTS. Records related to the items listed below should be kept for a period of at least one (1) year. In addition, records should be examined annually to keep the files current and to save those records that management feels should be kept longer.
  - A. Job applications.
  - B. Test papers completed by job applicants or candidates for any position.
  - C. Results of any pre-employment physical exam and mobility exams should be kept for a period of at least four (4) years.
  - D. Any advertisements or notices relating to job openings, promotions, training programs.
  - E. Records of promotion, demotion, transfer, selection for training, layoff, rehire, or termination of any employee. These should also be signed by the employee.
  
- 5. SALARY/WAGE REQUIREMENTS. The Federal Labor Standards Act (FLSA) requires Cottonwood Heights Parks and Recreation Service Area to keep all of the following data on all employees for a period of at least three (3) years.
  - A. Employee's sex.
  - B. Time and day work-week begins.
  - C. Hours worked each day and total hours worked each week.
  - D. Total daily or weekly straight-time earnings.

- E. Total additions to, or deductions from, wages paid each pay period, including an explanation of items that make up additions and deductions.
  - F. Date of payment and pay period covered.
  - G. Total overtime above regular compensation for work week.
6. OTHER REQUIREMENTS. There are record keeping requirements under other federal and state laws over which the personnel record keeping function has jurisdiction:
- A. Occupational Safety and Health Act (OSHA) record of injuries.
  - B. Employee Retirement Income Security Act (ERISA) record of pensions.
  - C. The Immigration Reform and Control Act (IRCA) of 1986 requires verification of status forms to be kept for three (3) years after the person is hired or for one (1) year after employment is terminated, whichever is later.

APPROVED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By: \_\_\_\_\_

Mike Peterson, Director

BOARD OF TRUSTEES

By: \_\_\_\_\_

, Chairman