


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Personnel Files
	Policy Reference No:	4-6
	Release Date:	9-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees

The Township maintains a personnel file on every employee. These files are located in the Township Manager's Office (except for Police Department employees whose files are maintained in the office of the Chief of Police).

This file contains pertinent information which may include, but not be limited to, an employee's application for employment, references, resume, attendance record, disciplinary measures, performance evaluations, pay information and others. Personnel records may contain sensitive matters. In order to ensure privacy is maintained, certain records are maintained in a separate file from your general personnel records (i.e.: medical documents).

Although not required by law, we do allow employees to review (but not change) any document maintained in their own personnel file in the presence of the Township Manager. Employees may not remove any papers from the file. If you would like to review your own personnel record, please contact your supervisor who will make the arrangements, with adequate advance notice, on your behalf.

Employees will be allowed to have a copy of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Township may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Township endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Township will release information contained in personnel or medical records to persons outside the Township. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Township compliance with applicable law;
- To the Township's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Township are parties;
- In a workers' compensation proceeding;

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- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other person requesting a verification of your employment as described in the following section titled, "Requests for Employment Verification and Reference Procedure."

It is the employee's responsibility to notify the Finance Department and Township Manager of any changes in home address, telephone number, marital status, number of dependents, emergency-contact names, and telephone numbers, group life beneficiary designation, education or any other pertinent data.

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Revision No.	Revision Date	Nature of Revision	Approved By