

POLICY # A1-5.1

PERSONNEL RECORDS ALL EMPLOYEES

It is the policy of the Town of Wayland to maintain a personnel file for each employee of the Town. The Human Resources Department will be the custodian of employees' personnel files. The files will contain documentation related to each employee's employment with the Town, including but not limited to personnel transactions, salary adjustments, performance reviews, disciplinary actions and letters of commendation. Employee medical information is kept in separate, locked files. Employees may review or have copies made of their personnel file by scheduling an appointment with the Human Resources Department.

To ensure that personnel files are up-to-date at all times, employees are required to notify their supervisor or the Human Resources Department of any changes in their name, telephone number, home address, scholastic achievements or the individual to notify in case of an emergency.

Payroll Change Authorizations

All changes to employees' status, pay rates, personal information, leave status, etc. are to be recorded on Payroll Change Authorizations (PCAs). All original PCAs are to be forwarded to the Human Resources Department for approval. If approved, copies will be distributed to related departments. All approved PCAs will become part of employees' personnel files.

Personnel Board Approved: June 29, 2004