

Employee Personnel and Medical Records

Scope: CITYWIDE

Policy Contact

Human Resources Department

(916) 808-5731

humanresources@cityofsacramento.org

Table of Contents

1. Purpose.....	2
2. Scope	2
3. Confidentiality of Employee Records	2
4. Records Maintenance.....	2
5. Records Security	2
6. Records Access	3
7. Attachments	4
Attachment I	5
Charter Officer Review and Acknowledgement	6

Supersedes:

PPI III-86-1 (10/15/1986)

PPI III-82-1 (05/01/1982)

Reviewed/Effective:

04/15/2022

1. Purpose

- 1.1 To establish a policy for maintaining and reviewing employee personnel and medical records, maintained by the Department of Human Resources.

2. Scope

- 2.1 The policy detailed herein applies to the maintenance of and access to employee personnel and medical records, maintained by the Department of Human Resources.

3. Confidentiality of Employee Records

- 3.1 The confidentiality of employee personnel and medical records will be protected at all times consistent with applicable federal, state, and local laws.

4. Records Maintenance

- 4.1 Employee personnel records will be maintained in the City's electronic repository system consistent with the City's [Record Retention Policy](#). Personnel records will be labeled with a unique identifier in the electronic system and will only be accessible to authorized personnel with a valid business need to access the subject records.
- 4.2 Employee medical records will be maintained in the City's electronic repository system consistent with the City's [Record Retention Policy](#). Medical records will be labeled with a unique identifier in the electronic system and will only be accessible by authorized personnel with a valid business need to access the subject records.
- 4.3 Employee personnel records will be maintained by the Department of Human Resources, the Director of Human Resources authorizing assigned staff to enter into and retrieve records from the City's electronic repository system.
- 4.4 Employee personnel and medical records will be maintained by staff as a designated by the Director of Human Resources.

5. Records Security

- 5.1 Employee personnel records will be stored in the City's electronic repository for records. The Department of Human Resources will file, maintain, and approve access to personnel records. The information Technology Department will establish, install, and provide the required security-level access to personnel records.

- 5.2 Employee medical records will be maintained in the City’s electronic repository for records. Medical records associated with employee work-related injuries are maintained in the City’s workers’ compensation claims management system. Some older workers’ compensation files containing medical records are located in off-site storage facilities and the workers’ compensation office. Access to such records will be through assigned staff and is limited to authorized personnel as defined in Section 6.1, below. It is intended that these restrictions be implemented in order to comply with the provisions of the “Confidentiality of Medical Information Act” ([Civil Code, section 56, et seq.](#)).
- 5.3 It is intended that persons who are authorized to review information contained in employee medical records comply fully with the provisions of the “Confidentiality of Medical Information Act” ([Civil Code, section 56, et seq.](#)).

6. Records Access

- 6.1 It is the Policy of the City of Sacramento that access to an employee’s personnel and/or medical records be limited to authorized personnel. For purposes of this policy, “authorized personnel” is defined to mean those staff persons who have an official or bona fide need to view the contents of these records. The degree, extent, and duration of access will be limited to that necessary to perform official business. In the event there is a disagreement between staff making the request to view the records, the issue shall be decided by the Director of Human Resources.

- 6.2 Access to employee personnel records is authorized for the following City employees as needed or required in the course and scope of their employment subject to the limitations outlined in Section 6.1:

City Manager and/or designee
City Attorney and/or designee
Department Heads and/or designee
Director of Human Resources and/or designee
Benefit Services staff
Employment Services staff
Environmental Health and Safety staff
Equal Employment Office staff
Labor Relations staff
Leave Administration staff
Workers’ Compensation staff

- 6.3 Access to employee medical records is authorized for the following City employees as needed or required in the course and scope of their employment:

City Manager and/or designee
City Attorney and/or designee

- Department Heads and/or designee
 - Director of Human Resources and/or designee
 - Benefit Services staff
 - Employment Services staff
 - Environmental Health and Safety staff
 - Equal Employment Office staff
 - Labor Relations staff
 - Leave Administration staff
 - Workers' Compensation staff
- 6.4 Individual employees may review their own personnel or medical records, under the following conditions:
- 6.4.1 the employee presents a valid photo identification to Human Resources staff or submits a completed webform, and
 - 6.4.2 the employee reviews their records in the presence of Human Resources staff, either in person or virtually.
- 6.5 An employee's representative may review said employee's personnel or medical records, under the following conditions:
- 6.5.1 the employee authorizes, in legible writing, such representative to review their records, and
 - 6.5.2 the authorized representative presents valid photo identification to Human Resources staff, and
 - 6.5.3 the authorized representative reviews the employee's records in the presence of Human Resources Employment staff, either in person or virtually.
- 6.6 Individuals who acquire access to an employees' medical records must indicate the reason for the review of those medical records. A digital medical access log will be maintained.
- 6.7 An employee may request their medical records be released to any external agency or organization by submitting a medical records release form, signed by the employee, to the Department of Human Resources in advance of such release. The medical records release form shown in Attachment I, shall be used by the Human Resources Employment staff in these transactions.

7. Attachments

- I. Authorization for the Release of Personnel or Medical Records Form

Attachment I

Authorization for the Release of Personnel or Medical Records Form

TO: Director of Human Resources or Designee
Department of Human Resources
City of Sacramento

FROM: _____
(Employee's Name)

I hereby authorize you to release to _____

any personnel and/or medical information in my personnel file related to the issue:

This information may be used for any or all of the following purpose(s):

This authorization is valid if presented to the party, hereinabove authorized to release the
aforementioned information, on or before _____, _____.

Employee's Signature Date

Witness

TO THE EMPLOYEE:

You are entitled to receive a true copy of this authorization if you so desire.

Attachment 1

Employee Personnel and Medical Records



**Charter Officer Review and Acknowledgement
Employee Personnel and Medical Records Policy**

(Signature by all Charter Officers is not a requirement for policy adoption)

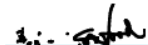
City Manager



Howard Chan (Dec 16, 2021 15:11 PST)

Dec 16, 2021

City Attorney



Susana Alcalá Wood (Dec 9, 2021 13:28 PST)

Dec 9, 2021

City Clerk



Mindy Cuppy (Dec 14, 2021 16:30 PST)

Dec 14, 2021

City Auditor

City Treasurer



John P. Colville Jr (Nov 30, 2021 16:33 PST)

Nov 30, 2021