



SECTION 1. Service Information: The Town shall maintain service information for each employee showing the name, title of position held, the department to which assigned, anniversary date, salary, changes in employment status and such other information as may be considered pertinent. If the employee moves or changes marital status, number of dependents, telephone number or name, the employee should contact his/her immediate Supervisor or the Human Resources office at once.

SECTION 2. Performance Evaluation: All employees of the Town shall receive performance evaluations, on forms prepared by the Human Resources office and approved by the Town Manager pursuant to schedules determined by the Town. Employees may be evaluated more often on an informal or formal basis at the discretion of the Department Head. Each employee will have the opportunity to provide input into their performance evaluation. Where the performance evaluation differs significantly from the employee feedback, or where performance indicates the employee is not meeting expectations, the performance evaluation shall be reviewed by the Human Resources Director and the Department Head prior to discussions with the employee. Upon completion, performance evaluations and feedback from employees will be filed with the Human Resources office. Employees shall be allowed to submit a written response to their performance evaluation report. These reports shall remain a part of each employee's personnel record and may be used in consideration for determining transfers, promotions, demotions, dismissals or reductions in force or salary adjustments.

SECTION 3. Employee Records: It is the policy of the Town of Oro Valley that employee personnel records are confidential; however, certain rules and laws, including Arizona Open Records laws, may create exceptions to this confidentiality policy.

Release of information regarding present or former employees shall be as follows:

1. Verification of employment and wages: All written requests or phone calls for verification of employment or wages of current or former employees of the Town shall be forwarded to the Town Human Resources Office for processing. It is Town Policy only to verify dates of employment, job classification, current or last rate of pay and department in which employee works/worked in response to outside requests.
2. Employee requests for personnel records: (1) Personnel records may be released *to the employee* upon written, notarized authorization of the employee and upon payment of copying fees, if required. (2) Personnel records may also be released upon receipt of a subpoena or other legally compelling document.
3. Medical Records: In compliance with the Americans with Disabilities Act, medical records of employees shall be treated as confidential. The privacy of personally identifiable health information will be maintained, except as permitted by HIPAA in order to administer employee benefits and leave of absence programs or where disclosure is specifically required by law.
4. Public Records Requests: The Town of Oro Valley operates under the presumption that all records are subject to public disclosure unless the record is specifically exempted by statute or involves the privacy interests of an individual or would cause detriment that would outweigh the public's right to know. Therefore, the following shall be the policy of the Town regarding public records requests for personnel files, personnel investigation records and Oro Valley Police Department internal affairs records:
 - A. The following personnel information will be provided to any person pursuant to a public records request:
 - Name of employee
 - Date(s) of employment
 - Current and previous position(s) with the Town, job titles and associated dates
 - Position or job description(s)



- Current and previous departments to which the employee has been assigned
- Current and previous Town salaries and associated dates
- Name of employee's current supervisor
- Records of use of Town equipment and charges to Town accounts
- Overall evaluation rating of an employee's performance excerpted from performance review documents.

B. As supported by statute and/or legal precedent, the following information will be withheld or redacted in response to a public records request:

- Social Security Numbers
- Dates of birth
- Home addresses
- Home telephone numbers
- Insurance Benefits information
- Health information
- Information regarding family members
- Such other information as may be clearly protected from disclosure pursuant to statute or court decision

For all other personnel-related records it is presumed they will be disclosed under most circumstances. However, the custodian of records has the discretion to deny public inspection when there is evidence of sufficient weight that the disclosure would cause personal privacy invasion or other detriment to the Town or the employee to the extent that such detriment would outweigh the public's right to know.

Because the Town of Oro Valley strongly supports the public right to all public records, such denials if necessary would be taken only with authorization from the Town Manager in consultation with the Town Attorney, and the Human Resources Director, and only after most carefully weighing the public's right to review the records against the privacy interest of the individual and/or the detriment to the Town. In weighing such matters, The Town Manager will consider the following:

- The privacy rights of the individual,
- The potential detriment to the Town,
- The matter of public interest
- The public benefit
- Arizona laws and statutes
- Case law and precedent in similar circumstances

The Town Manager may seek additional guidance from outside attorneys, staff members, or other resources and may authorize the Town Attorney to seek judicial review including declaratory judgment if deemed necessary to determine whether information should be released pursuant to a public records request.