

**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**PERSONNEL RECORDS
SOP #20-011**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:



Human Resources Director/Grace Garagozzo

2/5/19

Date



Town Administrator/Richard J. Lemack

2/7/19

Date

1-1. POLICY.

It is the Policy of the Town of Davie that all original Personnel Records shall be kept in the Human Resources Department for every person employed by the Town, in accordance with the Florida Public Records Law.

All requests to view or obtain copies of personnel records shall be directed to the Town Clerk's Office and will be handled in accordance with Florida Statutes, Chapter 119. This includes the documents that may be accessed/obtained as well as the fees which may be charged for such access. Employees will be notified by the Town Clerk's Office when a request for their record has been made.

In order to keep up-to-date personnel records, employees must notify their supervisor and the Human Resources Department immediately of any change of name, address, telephone number, emergency contact, beneficiaries, eligible/ineligible dependants for family insurance, tax withholding information, and other similar information. An employee's failure to notify Human Resources of a change in this information may lead to disciplinary action.

The Town of Davie respects the privacy of its employees, and in this regard, will keep all information in its personnel files confidential to the extent permitted under Florida law.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.
