



PERSONNEL FILE POLICY POLICY NO: 203-P

- Applies To: All Department and Employees
- Effective Date: 07/01/2025
- Associated References: None

Purpose:

This policy establishes procedures for the security, accessibility, and appropriate use of each City employee's personnel file.

Additional Authority:

Bullard Plawecki Employee Right-to-Know Act

Scope:

This policy applies to all City of Traverse City employees, including full-time, part-time, temporary, seasonal, and contractual staff. It governs the management, access, and content of personnel files maintained by the Human Resource Department.

Responsibility:

The City Manager, through the Human Resource Department, is responsible for the development and implementation of this policy. The HR Department shall regularly review and update this policy to reflect changes in laws, regulations, or organizational needs.

Policy Statement:

Location of Files

Personnel files are maintained electronically by the Human Resources Department and stored securely within a City cloudbased system. Access to these files is restricted and monitored to ensure confidentiality and integrity.

