

1 RULE XXV

2 RECORDS AND REPORTS

3 SECTION A. OFFICIAL ROSTER OF EMPLOYEES – The Personnel Director shall
4 maintain a complete record of employees showing for each: name, social security
5 number, job class, appointment date, status, rate of pay, and subsequent changes in
6 each, and such other information concerning appointment, status, pay, or service, as
7 may be desirable. The form and manner of maintaining such information shall be
8 determined by the Personnel Director.

9 SECTION B. AUTHORITY TO MAINTAIN OTHER RECORDS AND FILES

- 10 1. The Division of Personnel shall be authorized to maintain such other personnel
11 records and files as may be desirable and as required elsewhere by these rules.
12 2. Employees or Appointing Authorities shall furnish information or reports which in the
13 judgment of the Civil Service Commission or Personnel Director are essential to the
14 successful operation of the merit system.

15 SECTION C. REPORTS FROM DEPARTMENTS

- 16 1. Each Appointing Authority shall report changes in positions or any other personnel
17 changes to the Division of Personnel in such form, and together with such
18 supporting or pertinent information as the Personnel Director may prescribe in
19 conformity with these rules.
20 2. Forms or supplementary instructions to Appointing Authorities shall explain which
21 changes call for prior approval of the Personnel Director before they may become
22 effective, which require reports when made, and which need to be reported in
23 advance of the end of the payroll period.

24 SECTION D. ACCESS TO RECORDS

- 25 1. The Commission and the Personnel Director shall have access to examine
26 departmental personnel records, documents, and papers which will aid them in the
27 discharge of their duties.
28 2. Appointing Authorities shall have access to the personnel records maintained by the
29 Division of Personnel, provided nothing herein shall be so construed as to impair the
30 confidential nature of examination records and material.
31 3. Employees shall have access to their own personnel files.

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32 SECTION E. RECORDS CLOSED TO PUBLIC INSPECTION

- 33 1. The following records of the Commission and the Division of Personnel are closed
34 records pursuant to Chapter 610 Revised Statutes of Missouri:
- 35 a. applications and resumes of applicants for County employment;
 - 36 b. employment references;
 - 37 c. reoccurring testing and examination materials;
 - 38 d. eligibility records;
 - 39 e. personnel record cards of specific employees;
 - 40 f. employee grievance files;
 - 41 g. employee complaint and consultation files;
 - 42 h. EEO charge files relating to specific employee;
 - 43 i. transcripts and exhibits of employee appeal hearings;
 - 44 j. reoccurring employee training examinations for certificate programs;
 - 45 k. any and all records relating to the hiring, firing, disciplining or promoting an
46 employee of the County except that any vote on hiring, firing, disciplining or
47 promoting shall be made available to the public in the time and manner
48 prescribed by Section 610.021 (3) R.S. MO.;
 - 49 l. files relating to legal actions, causes of action or litigation involving the
50 Commission or its members or involving the Division of Personnel or its staff or
51 which relate to an action taken by the Commission or the Division of Personnel;
 - 52 m. individually identifiable personnel records, performance ratings or records
53 pertaining to employees or applicants for employment, except that the names,
54 positions, salaries and lengths of service of officials and employees once
55 employed shall be available to the public;
 - 56 n. preparation, including any discussions or work product, on behalf of St. Louis
57 County or its representatives for negotiations with employee groups; and
 - 58 o. software codes for electronic data processing and documentation relating to
59 employee records and data.
- 60 2. Nothing in this Section E. shall preclude the Commission from closing, by resolution,
61 other records or class of records as authorized by law.
- 62 3. Nothing in this Section E. shall preclude the Commission from opening, by
63 resolution, any record or class of records.

64 SECTION F. PRESERVATION OF RECORDS – Official personnel records, and
65 minutes of Commission meetings shall be retained permanently. Other records in the
66 Division of Personnel shall be retained in accordance with the Division of Personnel
67 Records Retention Policy. Any records of the Commission or of the Division of
68 Personnel not to be retained shall only be destroyed as authorized by Sections
69 109.500109.510 R.S. MO and Sections 101.01010.