

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE CHAPTER 2.72.080 TO SPECIFY WHAT CATEGORIES OF PERSONNEL RECORDS ARE AVAILABLE TO THE PUBLIC.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 2.72.080. Haines Borough Code 2.72.080 is amended, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED
STRIKETHROUGH ITEMS ARE DELETED

2.72.080 Security of records.

A. All personnel records shall be kept by the manager or designee and shall not be removed or opened to the public without written authorization of the personnel officer, applicant, employee or other authorized person. ~~The manager shall develop public access to records regulations which must have prior approval of the assembly.~~ **Personnel records, including employment applications and examination, performance evaluations and other assessment materials, are confidential and are not open to public inspection except as provided in this section.**

B. Access by Employees. Any employee may request copies of their own personnel files upon three-business-days' notice or may review, in the presence of the borough manager or designee, their own personnel file upon 24-business-hours' notice to the department head or personnel officer.

C. It shall be unlawful to disclose confidential information included in personnel records without prior written permission of the employee, excepting those records which are necessary for the proper functioning of the chief fiscal officer and clerk's office and those which, from time to time, the personnel officer deems necessary.

D. The following information is available for public inspection:

(1) the names and position titles of all borough employees;

(2) the position held by a borough employee;

(3) prior positions held by a borough employee;

(4) whether a borough employee is a permanent, temporary or probationary employee;

(5) the dates of appointment and separation of a borough employee;

(6) the compensation authorized for a borough employee;

(7) whether a borough employee was dismissed for cause under HBC

2.82.040(A):

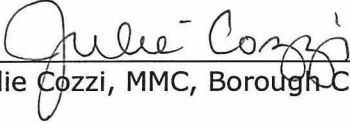
(8) applications for the positions of all borough officers and department directors;

(9) summaries of evaluations of the borough manager, borough clerk, chief fiscal officer and chief of police.


Haines Borough
Ordinance No. 13-08-347
Page 2 of 2

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 24th
DAY OF SEPTEMBER, 2013.

ATTEST:


Julie Cozzi, MMC, Borough Clerk




Stephanie Scott, Mayor

Date Introduced:	08/13/13
Date of First Public Hearing:	08/27/13- Referred to Personnel Committee
Date of Second Public Hearing:	09/24/13 - Adopted