

RULE XXV
Records and Reports

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4 Section A. Official roster of employees

5 The Personnel Director shall maintain a complete record of employees showing for each: name, social
6 security number, job class, appointment date, status, rate of pay, and subsequent changes in each, and
7 such other information concerning appointment, status, pay, or service, as may be desirable. The form
8 and manner of maintaining such information shall be 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 records and files as may
11 be desirable and as required elsewhere by these rules.
- 12 2 Employees or Appointing Authorities shall furnish information or reports which in the judgment of the
13 Civil Service Commission or Personnel Director are essential to the successful operation of the merit
14 system.

15 Section C. Reports from departments

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

22 Section D. Access to records

- 23 1 The Commission and the Personnel Director shall have access to examine departmental personnel
24 records, documents, and papers which will aid them in the discharge of their duties.
- 25 2 Appointing Authorities shall have access to the personnel records maintained by the Division of
26 Personnel, provided nothing herein shall be so construed as to impair the confidential nature of
27 examination records and material.
- 28 3 Employees shall have access to their own personnel files.

29 Section E. Records closed to public inspection

- 30 1 The following records of the Commission and the Division of Personnel are closed records pursuant to
31 Chapter 610 Revised Statutes of Missouri:
- 32 a applications and resumes of applicants for County employment;
- 33 b employment references;
- 34 c reoccurring testing and examination materials;
- 35 d eligibility records;
- 36 e personnel record cards of specific employees;
- 37 f employee grievance files;
- 38 g employee complaint and consultation files;
- 39 h EEO charge files relating to specific employee;

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- 40 i transcripts and exhibits of employee appeal hearings;
- 41 j reoccurring employee training examinations for certificate programs;
- 42 k any and all records relating to the hiring, firing, disciplining or promoting an employee of the
43 County except that any vote on hiring, firing, disciplining or promoting shall be made available to
44 the public in the time and manner prescribed by Section 610.021 (3) R.S. MO.;
- 45 l files relating to legal actions, causes of action or litigation involving the Commission or its members
46 or involving the Division of Personnel or its staff or which relate to an action taken by the
47 Commission or the Division of Personnel;
- 48 m individually identifiable personnel records, performance ratings or records pertaining to employees
49 or applicants for employment, except that the names, positions, salaries and lengths of service of
50 officials and employees once employed shall be available to the public;
- 51 n preparation, including any discussions or work product, on behalf of St. Louis County or its
52 representatives for negotiations with employee groups; and
- 53 o software codes for electronic data processing and documentation relating to employee records
54 and data.

55 2 Nothing in this Section E. shall preclude the Commission from closing, by resolution, other records or
56 class of records as authorized by law.

57 3 Nothing in this Section E. shall preclude the Commission from opening, by resolution, any record or
58 class of records.

59 Section F. Preservation of records

60 Official personnel records, and minutes of Commission meetings shall be retained permanently. Other
61 records in the Division of Personnel shall be retained in accordance with the Division of Personnel
62 Records Retention Policy. Any records of the Commission or of the Division of Personnel not to be
63 retained shall only be destroyed as authorized by Sections 109.500-109.510 R.S. MO and Sections
64 101.010-101.0110.