

## **CONFIDENTIALITY OF PERSONNEL RECORDS**

**Municipal employee personnel records** are governed by General Statutes § 160A-168A.

**County employee personnel records** are governed by General Statutes § 153A-98.

**Personnel files are defined as** "any information gathered by [the employer] which relates to the individual's application, selection or non selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever located or in whatever form."

### **Information open to the general public:**

1. employee's name;
2. employee's age;
3. date of employee's original employment or appointment;
4. terms of any employment contract, whether written or oral;
5. employee's current position, title and salary;
6. date and amount of each increase or decrease in employee's salary (including pay, benefits, incentives, bonuses, and deferred and all other forms of compensation);
7. date and type of employee's most recent promotion, demotion, transfer, suspension, separation, or other change in position classification;
8. date and general description of the reasons for each promotion;
9. date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the county setting forth the specific acts or omissions that are the basis of the dismissal; and
10. the office or station to which employee is currently assigned.

**There is an exception to the rule of confidentiality** when the release of additional information is "essential to maintaining public confidence in the administration of [the employer's] services or to maintaining the level and quality of [the employer's] services."

**All contents of an employee's personnel file are open to the employee except** (i) letters of reference solicited prior to employment, and (ii) medical disabilities that a prudent physician would not disclose to a patient.

**All contents of an employee's personnel file are open to government officials** (including managers, board members, state and federal officials, supervisors) as long as inspection is deemed "necessary and essential to the pursuance of a proper function" by the keeper of the records.

**Employers are not permitted to disclose the names of applicants for positions.**