



## **Town of Hubbardston**

7 MAIN STREET  
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### **PERSONNEL RECORDS**

The Human Resources Department shall maintain the official personnel files. Department heads may maintain files supporting departmental personnel actions. An individual personnel file for each employee may include, but not be limited to, the following:

- Hiring documents with Personnel Action Form
- Policy receipt acknowledgments
- Training and professional development records and requests
- Employment verification requests
- Employment application and resume
- Background investigation reports, excluding Criminal Offender Records Information (CORI) reports; and
- All personnel actions including, but not limited to, the original appointment, promotion, demotion, reassignment, transfer, separation, or layoff of an employee;
- results of tests;
- history of employment and correspondence directly related to the employee's past employment record;
- changes in the employee's rate of pay or position title; commendations, direct deposit instructions, records of disciplinary action, training records, performance evaluations,
- and other records that may be pertinent to the employee's employment record.

Employee medical and/or physical or psychological examination records, and CORI reports will be maintained separately from the employee personnel record as required.

Upon reasonable notice, employees may:

- review their personnel files with an authorized management employee present;
- may, on request, receive a copy of the records; and

- may request, in writing, that material be removed from the file and, if denied, a written rebuttal from the employee may be included in the permanent files.

It is the responsibility of employees to inform their departments of changes in their name, address, telephone number, marital status, and person(s) to be notified in an emergency and to notify the Town and the Retirement Board of changes in their personal status to insure proper coverage in the health benefit, life insurance and retirement plans.