



Personnel Policies

CITY OF WESLACO,
TEXAS

PERSONNEL RECORDS

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Personnel files and records will be kept on each employee in the Human Resources Department, which serves as the custodian of all official personnel records of the City.

Daily records of attendance will be maintained by each Department. The Department Head or designee is responsible for insuring that accurate records are kept on all employees in the department. The original signed records will be forwarded to the Finance Department as authorization for payroll preparation.

Records for earned vacation time, overtime hours and accumulated sick days will be maintained by the Finance Department. Each Department Head or designee will ensure that accurate records are forwarded to the Finance Department.

All requests for time off including all types' leaves of absence are to be forwarded by the Department Head or designee to the Human Resources Department for processing.

Some personnel records are considered public and may be disclosed to a third party. It is the responsibility of the employee to be sure that the personnel file includes a form requesting contact information be withheld. As best as practical, Human Resources will notify the employee when a request has been made for any contents of the personnel file.