

Sec. 16-2-8b. Categories of information in the department's personal data system

(a) Records Maintained

- (1) Affirmative Action Plan
- (2) Applications for employment
- (3) Arbitration folder
- (4) Certification and exam request forms
- (5) Certification of eligibles
- (6) CETA
- (7) Correspondence relating to personnel action
- (8) Credit Union deductions
- (9) Employee Health Benefit form after termination other than retirement
- (10) Employee history cards
- (11) Employee performance appraisals, including Managerial MIP
- (12) Employees' time sheets
- (13) Former employees' permanent files
- (14) Inquiry regarding availability for appointment
- (15) Job specifications
- (16) Longevity increases
- (17) Medical certificates
- (18) Medical forms/Option changes in medical coverage
- (19) Military service
- (20) Monthly Personnel Status Reports
- (21) MPS exam and records
- (22) Notice of Personnel Action
- (23) Personnel Position Change
- (24) Prior State service
- (25) Record of overtime pay
- (26) Records of grievances
- (27) Records of recruitment for individual vacancies
- (28) Request for temporary service
- (29) Request for temporary service in higher class
- (30) Request for transfer
- (31) Resumes
- (32) Retirement forms including retirement applications, refund of retirement money
- (33) Routine correspondence
- (34) Salary schedules
- (35) Tuition reimbursements
- (36) Unemployment slips
- (37) Waiver of appointments
- (38) Workers' Compensation records

(Effective August 22, 1986)