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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

**June 13, 2013**

**General Notice No. 2013-05**

**TO: Labor Relations Designees**

**SUBJECT: Employee Personnel Files and Information**

In 1999, OLR issued a General Notice (OLR No. 1999-08) regarding the above subject. As a number of years have passed since the issuance of that Notice, we thought it advisable to reissue the notice with some minor updates.

You are reminded that when an employee transfers from one agency to another, the individual's entire official personnel file must be sent to the new agency. In this way, all of an employee's records will be in one place. The transferring agency should get a signed receipt from the new agency. The transferring agency can make a copy of the personnel file to retain for its records if necessary.

Additionally, you should remember that the State is one employer. There is no prohibition against sharing employment information between agencies. This is especially important to remember in transfer or rehire situations. Therefore, such disclosure is not required to be processed according to the FOI laws, as the information is disclosable without exception. For example,

An employee applies for employment with Agency X and lists that she had been employed by Agency Y in the past. Upon request by Agency X, Agency Y should share any and all employment related information with Agency X. If Agency X hires the employee, the personnel file from Agency Y should be transferred to Agency X.

In the above example, pursuant to Connecticut General Statutes §4-193, a record must be kept of any disclosure of “personal data”.

You might like to consider having all applicants sign a form wherein they acknowledge that they are aware that you will be contacting their former employers and ask for the names of their immediate supervisors. This is advisable in the case of any hiring decision.

Employees with questions about this General Notice should contact their Agency Human Resources Office. Questions from Agency Personnel Officers may be addressed to the Office of Labor Relations at 418-6447.

Linda J. Yelmini

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Director of Labor Relations