

Sen. Business 2/22 Do Pass 3/12 (p. 983)

FEB 13 1990

Place On Calendar

HOUSE FILE 2405
BY COMMITTEE ON LABOR AND
INDUSTRIAL RELATIONS

(SUCCESSOR TO HSB 669)

Passed House, Date 2/19/90 (p. 452) Passed Senate, Date 3/13/90 (p. 1056)
Vote: Ayes 95 Nays 0 Vote: Ayes 46 Nays 1
Approved March 23, 1990

A BILL FOR

1 An Act relating to access to personnel employment files by public
2 and private employees.

3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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HF 2405

1 Section 1. NEW SECTION. 91B.1 FILES -- ACCESS BY
2 EMPLOYEES.

3 An employee, as defined in section 91A.2, shall have access
4 to and shall be permitted to obtain a copy of the employee's
5 personnel file maintained by the employee's employer, as
6 defined in section 91A.2, including but not limited to
7 performance evaluations, disciplinary records, and other
8 information concerning employer-employee relations.

9 However, an employee's access to a personnel file is
10 subject to all of the following:

11 1. The employer and employee shall agree on the time the
12 employee may have access to the employee's personnel file, and
13 a representative of the employer may be present.

14 2. An employee shall not have access to employment
15 references written for the employee.

16 3. An employer may charge a reasonable fee for each copy
17 made by the employer for an employee of an item in the
18 employee's personnel file, except that the total amount
19 charged for all copies made cannot exceed five dollars.

20 EXPLANATION

21 This bill permits public and private employees to have
22 access to and obtain a copy of their own personnel files
23 maintained by their employers. An employee's access to the
24 employee's personnel file is limited to all of the following:

25 (1) The employer and employee must agree on the time the
26 employee will view the file, and a representative of the
27 employer may be present during the viewing; (2) An employee
28 may not have access to employment references written on behalf
29 of the employee; and (3) An employer may charge a fee for each
30 copy made by the employer for an employee of an item in the
31 employee's personnel file, except that the total amount
32 charged for all copies cannot exceed \$5.

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15B 669

LABOR & INDUSTRIAL RELATIONS

Repeal, chm.
Connors
Plauer

HOUSE FILE 2400

BY (PROPOSED COMMITTEE ON LABOR
AND INDUSTRIAL RELATIONS BILL
BY CHAIRPERSON SHERZAN)

Passed House, Date _____ Passed Senate, Date _____
Vote: Ayes _____ Nays _____ Vote: Ayes _____ Nays _____
Approved _____

A BILL FOR

1 An Act relating to access to personal employment files by public
2 and private employees.

3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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1 Section 1. NEW SECTION. 91B.1 FILES -- ACCESS BY
2 EMPLOYEES.

3 An employee, as defined in section 91A.2, shall have access
4 to and shall be permitted to obtain a copy of the employee's
5 personal file maintained by the employee's employer, as
6 defined in section 91A.2, including but not limited to
7 performance evaluations, disciplinary records, and other
8 information concerning employer-employee relations.

9 EXPLANATION

10 This bill permits public and private employees to have
11 access to and obtain a copy of their own personal files
12 maintained by their employers.

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employee's personnel file, except that the total amount charged for all copies made cannot exceed five dollars.

HOUSE FILE 2405

AN ACT

RELATING TO ACCESS TO PERSONNEL EMPLOYMENT FILES BY PUBLIC AND PRIVATE EMPLOYEES.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. NEW SECTION. 91B.1 FILES -- ACCESS BY EMPLOYEES.

An employee, as defined in section 91A.2, shall have access to and shall be permitted to obtain a copy of the employee's personnel file maintained by the employee's employer, as defined in section 91A.2, including but not limited to performance evaluations, disciplinary records, and other information concerning employer-employee relations.

However, an employee's access to a personnel file is subject to all of the following:

1. The employer and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the employer may be present.
2. An employee shall not have access to employment references written for the employee.
3. An employer may charge a reasonable fee for each copy made by the employer for an employee of an item in the

DONALD D. AVENSON
Speaker of the House

JO ANN ZIMMERMAN
President of the Senate

I hereby certify that this bill originated in the House and is known as House File 2405, Seventy-third General Assembly.

JOSEPH O'HERN
Chief Clerk of the House
Approved March 23, 1990

TERRY E. BRANSTAD
Governor