

AN ORDINANCE AMENDING CHAPTER 4 ("PERSONNEL POLICIES"), ARTICLE XI ("RECORDS AND REPORTS"), SECTION 4-101 ("PERSONNEL FILE")

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO HEREBY ORDAINS:

Section 1. Section 4-101(b) of the Carrboro Town Code is rewritten to read as follows:

(b) As required by G.S. 160A-168, the following information on each employee shall be maintained in the employee's personnel file and shall be open to public:

- (1) Name;
- (2) Age;
- (3) Date of original employment or appointment to Town service;
- (4) The terms of any contract by which the employee is employed, whether written or oral, past and current, to the extent that that the Town has the written contract or a record of the oral contract in its possession;
- (5) Current position and title;
- (6) Current salary;
- (7) Office to which the employee is currently assigned;
- (8) Date and amount of ~~the most recent~~ each increase or decrease in salary;
- (9) Date and type of ~~the most recent~~ each promotion, demotion, transfer, suspension, separation, or other change in position classification;
- (10) Date and general description of the reasons for each promotion;
- (11) Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town; and,
- (12) For dismissals due to disciplinary reasons, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that is the basis of the dismissal.

Section 2. All provisions of any Town ordinance in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall become effective upon adoption.