

Section 5

Public Records

5.1 Public Information That Must Be Disclosed

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5.1.2 Other Public Information

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5.1.2.040 Personnel Information

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- C. A log of disciplinary actions taken when a Notice of Discipline is issued for regular classified civil service employees must be maintained, updated as frequently as possible and available for inspection. The log must include the department, employee classification (except for single position classifications or unique classifications, for which releasing the classification would identify the employee), type of discipline (i.e. suspensions, demotions, step reductions and dismissals/terminations), basis of the complaint (such as violation of the San Jose Municipal Code, Council Policy or Administrative Policy) and any final disposition. Identifying information must not be included in the log.