

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	Employment		
Section 07	Confidentiality of Medical Information		
Revised By:	Nate Mara, City Manager	Revised Date:	October 13, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

02.07 Confidentiality of Medical Information

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. The Director of Human Resources maintains these confidential medical files.

Examples of information that may be provided to the City by an employee or the employee’s health care provider and maintained in the confidential medical file, include:

- a note to justify an absence;
- a note to request leave;
- a note to verify the employee’s ability to return to work;
- medical records to support a claim for PTO pay or disability benefits;
- insurance records;
- workers’ compensation records;
- medical history records;
- FMLA Certifications and re-certifications; and
- Insurance election forms.

The City does not request genetic information from an applicant, employee, or health care provider. The City discourages health care providers from sending genetic information. Any genetic information inadvertently sent to the City will be returned to the health care provider. See also Health Exams & Fitness for Duty policy.

It is important that employees understand that their medical records are confidential and that the records containing medical information should only be shared with the Director of Human Resources or their designee. When an employee provides information, it will only be shared on an “as needed” basis with other members of management. Comments regarding this personal information will be limited to the employee’s return to work status, light duty instructions, and accommodation instructions. See also Modified Duty Assignments policy.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of other coworkers’ medical information.

Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker’s privacy or breach of confidence.