

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 5 – Confidential Records

SECTION 501.

The following documents or records shall be confidential to the fullest extent of local, state, and federal law and access to these shall be only upon approval by the Executive Secretary/Director:

- a. Civil service exams
- b. Examination materials or documents that contain answers to test items
- c. Medical information
- d. Reports of psychological evaluations
- e. Sexual harassment investigations and records
- f. Alcohol/drug test results
- g. Disability accommodation records

An individual who has taken an exam shall have a right to review the results of said exam within thirty (30) days from the date of the mailing of the notice of the test score.

For purposes of this article, confidential records shall be open only to members of the Board; employees of the Board Office; individuals assigned, requested, or retained to assist the Board or its employees in any proper function of the Board or its Office; employees or representatives of the City Law Department; and Department Heads.