Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 1.1.08

2. SUBJECT: ***Employee Personnel Records***

3. POLICY: A personnel file for each employee is kept in the District office. Access to these personnel files is limited as outlined in this Policy and Procedure. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:
   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   . Access to personnel files is restricted to the District Fire Chief, District Secretary, and designated personnel.

   A. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, personnel actions affecting the employee, including discipline, and other pertinent information.

   B. An employee has the right to review his or her file.

   C. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

   D. Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information.

   E. An employee desiring to have an item placed in his/her personnel file shall make a formal, written request to the District Fire Chief. The District Fire Chief shall evaluate and act upon this request based upon Grant County Fire District 3's policy.