

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Personnel Records

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APPROVED BY:

Michael J. Jagan
Board Chair

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REVIEWED: _____ BY: _____

Purpose: To document agency policy and procedures on personnel records.

1. The District shall organize, compile and maintain personnel records and files for each officer, staff person, and member within the District. Each file shall be kept confidential to the extent permitted by law.

2. The contents of the files may include, but are not limited to the following:

A. PERSONNEL FILE

1. MEMBER DATA

- Member's personal information (i.e. Social Security Number, Date of Birth, home address, telephone number, etc.)
- Member's emergency information
- Member's title and/or position held
- Job description
- Payroll deduction agreements

2. MEMBER STATUS

- Department to which the member is assigned
- Annual salary
- Changes in employment status
- Seniority Date
- Date of hire
- Management approval/disapproval of status change

3. MEMBER SELECTION

- Personnel requisition
- Resume
- Application for employment/membership
- Authorization for former employees to release information
- Offer/acceptance letter
- Skill test results (oral, practical, written)

4. MEMBER DEVELOPMENT

- Copies of all EMS, fire, haz-mat, technical, wildfire, and vocational training, records, task books, certificates, transcripts, etc.
- Community activities performed on behalf of the District
- Career development planning and counseling documents
- College or secondary training, certificates, and degrees
- Tuition reimbursement forms
- Notations of significant development

5. PERFORMANCE DOCUMENTATION

- Awards, commendations, and meritorious service letters
- Promotional letters
- Written reprimands
- Notices of suspension, probation, and termination
- Notices of demotions or extended probation
- Letters regarding insufficient drill attendance
- Letters regarding insufficient call attendance
- Performance evaluations and appraisals

6. MISCELLANEOUS DATA

- Member handbook receipt
- Requests to inspect personnel file
- Any other agreements, acknowledgments, and requests
- Written voluntary resignation
- Exit interview records
- Termination clearance checklist
- Authorization to release information to future employees
- Challenges to claims, discipline, or other actions and orders
- Copies of annual OTEP training attendance
- Copies of annual drill attendance
- Copies of annual call attendance.

B. MEDICAL FILES (strictly confidential)

- Work related injury/illness statements & forms
- Doctor's notes and reports
- Fitness for duty results
- Workers Compensation injury forms and reports
- Drug and alcohol test results
- Disability Leave documentation
- Benefit claim forms
- Reimbursement request for medical expenses
- Disability identification form

- Any voluntary medical information from employee health program
- Medical insurance claim forms
- Request for reasonable accommodation
- Infectious disease exposure statements and forms
- Copies of vaccination forms and blood tests

C. CONFIDENTIAL FILES (strictly confidential)

- Federal tax withholding forms (W-4s and W-2s)
- Residency status forms
- Insurance dependent and beneficiary forms
- Retirement withholding forms
- benefit plan choices/enrollments
- Employment agreements/contracts
- Background information checks
- Credit check data and reports
- Equal Employment Opportunity/affirmative action data
- Leave of Absence requests
- Copies of Washington Driver's License and/or Commercial Drivers License, and Emergency Vehicle Incident Prevention

D. PAYROLL FILES

- Pay records including overtime, special pay, vacation pay and sick pay
- Vacation and sick leave records
- Time cards

E. SUPERVISOR'S WORKING FILE

- Working file held by members immediate supervisor

3. The contents of the files shall be available to the Fire Chief (and to those staff members as authorized by the Fire Chief) to organize, compile and maintain.

4. Confidentiality of personnel files and their contents shall be strictly maintained by those members authorized access.

5. Any member shall be permitted, as scheduled during normal administration office business hours, to review the contents of his/her personnel file in the presence of an authorized staff member. RCW 49.12.240-260 "Employee Inspection of Personnel Files."

6. Personnel files shall not be permitted outside of the administration office unless written approval is granted by the Fire Chief. Copies of training records can be provided to the member upon request to the administrative staff.

7. Except for routine verifications of employment, no information from a member's personnel file will be released to the public, including the media, without the express written request for specific information and the written permission of the member or legal authority.

8. Members are not permitted to remove information from their file. A member may formally request, to the Fire Chief, the removal of irrelevant or erroneous information.

The member may also provide a written statement to be placed in their file and/or appeal same to the District Board of Appeals.

9. Information obtained through pre-employment background checks, previous employer and personal references is solely for the use of the District. It shall be maintained separately from the member's personnel file, and is not available to the member.

10. The retention period for personnel records shall be according to the "Washington State Fire Protection Districts Records Management Manual and General Records Retention Schedule."

Legal Reference

RCW 42.56.250 (3) "Certain personnel and other records exempt from public inspection"