

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Access to Personnel Files

REVISED: 04/03/2008

POLICY: # 1700.3

APPLIES TO: All Personnel

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Southern Stone County Fire Protection District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Southern Stone County Fire Protection District, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Southern Stone County Fire Protection District who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Fire Chief. With reasonable advance notice, employees may review their own personnel files in Southern Stone County Fire Protection District's offices and in the presence of an individual appointed by Southern Stone County Fire Protection District to maintain the files.