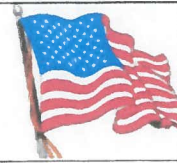




# FOREST LAKES FIRE DISTRICT PERSONNEL RECORDS POLICY NUMBER 0013



## Purpose

This policy is to establish management, location and filing of personnel records for Forest Lakes Fire Department.

## Definitions

**Personnel files** consist of pertinent and job-related information about employees and typically include: employment application, attendance records, job assignment, payroll files, performance evaluation, disciplinary actions, and training programs completed.

**Medical record files** consist of pertinent employee records of physical exams, and records concerning workers compensation claims. These records are to be maintained separately from personnel files.

## Policy

### Location of Files

- **General:** The fire district will maintain files of active employees at the district office.
- **Exceptions:** When an individual's employment is terminated, the personnel file will be stored in a location in accordance with district practices.

### Security and Access

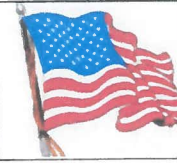
**Security:** Files will be kept in a secure area. Access to files is limited. In no case will files be removed from the area where they are stored without the approval of the Fire Chief.

### Specific Access:

- **Personnel Files:** Access is limited to supervisors and office personnel who have legitimate need to review them. Employees and former employees will have the right to review and copy their own files in the presence of the individual authorized to maintain them. The frequency and scheduling of such access will be done at a mutually agreeable time with supervisor's approval. If a dispute on the accuracy of file data exists, the employee shall have the option to place a brief statement in the file.



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- **Medical Record File:** Access is limited to the employee and the district personnel performing their jobs. Generally, only the Chief has access to the medical record files of other employees for non-work related illness accidents. Completed insurance claim forms provide authorization by the employee for release of information to third parties with legitimate needs for access. Otherwise, all information in this file is confidential and cannot be released.
- **Payroll Access:** Dissemination of payroll records by unauthorized employees to anyone, other than as required by law, is grounds for disciplinary action up to and including termination. Only the person named on the check will receive the check unless the employee submits in writing, permission allowing someone else to pick up their check.

### Third-Party Information Requests

All third-party requests for verification, release or comment upon any information such as may be contained in an employee's personnel file or medical record file shall be handled only in the following manner (except for subpoenas, which shall be referred to the Chief)

If the request concerns a current employee, the request shall be promptly directed, without any preliminary response, to the Chief or his designee. The Chief or his designee will inform the requesting party it is the District's policy that no information whatsoever may be released, verified or commented upon orally. A written response will be provided after the receipt of

- 1) A written request from the third party asking for specific information.
- 2) A completed and signed consent form for the release from the affected employee

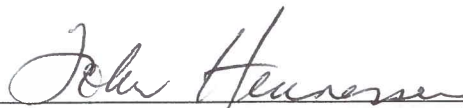
Upon receipt of the written information request and the signed consent form, the Chief or his designee will provide only the information which has been authorized for release by the employee.



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Approved by the Forest Lakes Fire District Board on: 5-16-2020.

  
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John Hennessey, Clerk