

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.05.01 PERSONNEL RECORDS AND ACCESS



Adopted: 12/20/16
Reviewed: 12/20/16
Revised: 00/00/00

Approved: _____

A handwritten signature in black ink, appearing to read "Tony Harkin", is written over a horizontal line.

Purpose: To define the proper administration of District personnel records.

References: RCW 49.12; Department of Labor & Industries guidelines for Payroll and Personnel Records; Secretary of State Records Management Retention Schedule

Procedure:

1. Personnel Records are a record of important events in each member's work history with the District.
2. Documents to be maintained in an individual's personnel file may include:
 - a) Employment application.
 - b) Resume.
 - c) Hire letter.
 - d) Dates of employment.
 - e) Salary.
 - f) Records of status changes.
 - g) Evaluations.
 - h) Discipline notices.
 - i) Commendation letters.
 - j) Request for Copy of Personnel File Information forms.
3. The maintenance and release of information in personnel files is the responsibility of the Human Resources Manager or his/her designee.
4. Each member must provide the District with the following information:
 - a) Name.
 - b) Address.
 - c) Telephone number.
 - d) Social Security number.
 - e) IRS Form W-4.
 - f) INS Form I-9.
 - g) Insurance beneficiaries.
 - h) Marital status or registration for domestic partnership.
 - i) Dependents affecting insurance coverage.
 - j) Emergency contact information.
5. It is the responsibility of all members, including those on leave of absence, to notify the Human Resources Manager of information changes.

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6. All personnel files and their contents are the property of the District.
 - a) The District reserves the right to use and disclose personnel information as it decides is appropriate under law.

7. The District may release personnel file information to:
 - a) Human Resources staff.
 - b) Spokane County Fire District 8 management on a need-to-know basis.
 - c) Insurance providers.
 - d) Accountants with a legitimate business reason.
 - e) Attorneys with a legitimate business reason.
 - f) Federal and state authorities as required by law.
 - g) Pursuant to subpoena or other judicially enforceable request.
 - h) Pursuant to the member's authorization.
 - i) Employment verification and reference.
 - i. Written member authorization required.

8. Without valid authorization from the member, information released from his/her personnel file will include:
 - a) Job title.
 - b) Verification of employment dates.

9. Members may review his/her own personnel file in the presence of the Human Resources Manager or designee.

10. Members may request a photocopy of any document in their personnel file by completing a Request for Copy of Personnel File Information form.

11. Members shall not mark upon any personnel file document.

12. Members may request the Human Resources Manager verify and coordinate correction of any erroneous information within their personnel file.

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Request for Copy of Personnel File Information

Name: _____ PIN: _____

I formally request copies of the following documents:

Item: _____

Item: _____

Item: _____

Item: _____

Signed: _____ Date: _____

Request for copies of the documents listed above is: Approved Not Approved

Fire Chief: _____ Date: _____

The documents listed above were provided to the requestor on this date: _____

HR: _____ Title: _____