

Campbell County Fire Department Policy

General Administration

Personnel Records



900.505

PURPOSE:

Fire Department maintains personnel records of applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Fire Department strives to balance its need to obtain, use, and retain employment information with each individual's reasonable expectations of privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of Fire Department business or which is required by federal or state law.
- B. The Comptroller is responsible for overseeing the record keeping for personnel records for employees in the Fire Department. The records shall contain all pertinent information related to employees including, but not limited to the following:
 - a. Application for employment, work history, training, education, compensation, awards, performance appraisals, disciplinary documentation, letters of commendation or reprimand, promotion and transfer records, and other vital information.
 - b. Medical information, I-9 forms, credit reports, and background check results should not be kept in personnel files. Such documents will be maintained in confidential files and access to such files will be limited to the Comptroller's office.
- A. Employees have a responsibility to make sure their personnel records are up to date and should notify the Comptroller in writing of any changes in at least the following:
 - a. Name;
 - b. Address;
 - c. Telephone number;
 - d. Marital status (for benefits and tax withholding purposes only);

Initial Approval: March 28, 2007
Revision Date: 3/16/11

Page 1 of 2

Sam Saunders, Chairman

ORIGINAL SIGNED

Campbell County Fire Department Policy

General Administration

Personnel Records



900.505

- e. Number of dependents;
 - f. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
 - g. Beneficiary designations for any of the Fire Department's insurance, disability, and retirement plans; and
 - h. Persons to be notified in case of emergency.
- B. In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten days of the change if the change results in a decrease in the number of dependents.
- C. Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to the Comptroller and will be scheduled at a mutually convenient time. All inspections must be conducted in the presence of a designated member of the Fire Department.
- D. Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Comptroller that the files be revised accordingly. If such a request is not granted, employees may place a written statement of disagreement in the file.
- E. To the greatest extent permitted by the Wyoming Public Records Act, the contents of personnel files shall not be open to public inspection. Access shall be limited to the Fire Chief and/or Comptroller and the employee's supervisor. All access will be restricted to a work-related need-to-know basis.
- F. All requests from outside the Fire Department for personnel information concerning applicants, employees, and past employees will be referred to the Fire Chief and/or Comptroller. Requests for information or records which would not be subject to mandatory inspection under the Wyoming Public Records Act will be released by the Fire Department only after obtaining the written consent of the individual involved, or pursuant to a subpoena issued by a court or agency of competent jurisdictions, or to facilitate the care and treatment of the employee by safety or medical officials in emergency situations.

Initial Approval: March 28, 2007
Revision Date: 3/16/11

Sam Saunders, Chairman

ORIGINAL SIGNED