



MASON COUNTY FIRE DISTRICT #4

TITLE: PERSONNEL RECORDS

CHAPTER: 2000 NUMBER: 2270 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

A personnel file for each member is kept in a locked file cabinet, and access is limited to the Chair of the Board of Fire Commissioners, Attorney, District Secretary, Assistant Chief, and the Fire Chief. An employee's personnel file contains the member's name, title and/or position held, job description, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the member, including discipline, and other pertinent information allowed by state or federal law.

A member has the right to review his/her file. A member may request removal of irrelevant or erroneous information in his/her personnel file. If the Fire Chief denies the member's request to remove the information, the member may file a written rebuttal statement to be placed in his/her file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from a member's personnel file will be released to the public, including the press, without the member's written release of specific information or as required by court order.