

MAINTENANCE OF FILE

The Fire Chief shall maintain official personnel records of employees. The Fire Chief shall be notified in writing of any change of name, address, telephone number, marital status or number of dependents.

REMOVAL

Documents shall not be removed from a personnel file, except pursuant to a determination by the Fire Chief that each particular document is not accurate, or is no longer relevant or timely to any personnel or performance matter. Any document which is removed shall be maintained in a separate file containing all such documents, not indexed under the name of any employee, which shall not be referred to regarding any personnel decision, including selection or promotion or discipline.

PERSONNEL FILES

Employees may inspect their own personnel files (excluding confidential reports from previous employers and medical records) during regular business hours by submitting a written request to the administration office, as set forth below:

1. No material of a negative or derogatory nature shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted on the documents in writing.
2. Employees may be allowed to include in their personnel file any material which, in the judgment of the District, is deemed relevant to job qualifications or performance.
3. Employees may contest, or comment upon, in writing, any material placed in their personnel file. Such comments shall be confined to a succinct statement of relevant facts and may not contain attacks, criticism, or charges against others.

PROCEDURE FOR ACCESS BY EMPLOYEE

1. Employees wishing to inspect/review their own personnel files shall make an appointment in advance with the Fire Chief.
2. An employee may receive a copy of such records. The employee will be charged the actual cost of providing this service.

ACCESS TO PERSONNEL FILES--PERSONS OTHER THAN EMPLOYEE

1. Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of

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privacy, unless the public interest by clear and convincing evidence requires disclosure in the particular instance. Records of disciplinary actions and materials supporting such actions are exempt from public disclosure. ORS 192.501(12).

2. Any person seeking the disclosure of any material contained in an employee's personnel file shall have the burden of showing that the public interest requires the disclosure by clear and convincing evidence.
3. In no case will information in any employee's personnel file be released until the employee is notified and has a reasonable opportunity to comment on the request. In each case, the District must determine first whether or not the requested personnel records are subject to public disclosure. This decision shall be made by the Board of Directors by Resolution following deliberation in Executive Session, and consideration of the Fire Chief's and legal counsel's recommendations.
4. Information regarding an employee's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title may be released verbally.
5. Requests for verification of employment, salary or other confidential information must be in writing, signed by the employee, authorizing release of the specific information.
6. Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing release of information.

#### MANAGEMENT REVIEW OF PERSONNEL FILES

1. All personnel files will be reviewed by the Fire Chief every five years for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine the continued appropriateness of retention of the documents.
2. Materials deemed inappropriate or no longer relevant may be removed from the personnel file and the employee concerned so notified. Criteria that may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions. The Board of Directors must authorize such approval.