Scotts Valley Fire Protection District	Policy: 1400
Subject: Personnel Files	ADOPTED: September 8, 2004

Policy 1400: Personnel Files

1. A personnel file shall be kept for each paid member and for each paid call member of the district. All relevant documents pertaining to discipline and performance relating to the member shall be placed in the member's personnel file.

   The following guide is to be used in the filing and maintenance of Scotts Valley Fire Protection District employees personnel files.

   Personnel files are in four sections: career personnel, PCF, directors, and past employees. Past employees up to five years in this file, over five years archive storage. All files to be filed in alphabetical order.

   Main Tab: Last Name, First Name, Middle Initial

   Blue/Personal:
   - Personnel record summary sheet
   - Job application
   - Equipment issue form
   - Promotion application
   - Appointment forms/letters
   - Address changes
   - Employee performance appraisal form
   - Letters, memos, notes related to performance or service

   Green/Finance:
   - County payroll deduction
   - Gross payroll adjustment
   - Deferred compensation
   - Loan application employment verification
   - Tax; W4

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Yellow/Health:

- Annual/biannual physical exam
- Accident reports
- Workers' compensation records

Red/Benefits:

- PERS membership form
- Beneficiary forms
- Health and dental enrollment and change forms

2. A member shall at all times have the right to review and copy his/her personnel file.

3. The payroll shall be paid in accordance with the policies of the county auditor.

A. Personnel Files May Contain:

- Employment application and resume
- Criminal background check
- Hire letter and acceptance
- College Transcripts
- Skill test documents used by an employer to make employment decision
- FCRA permission forms for background checks – criminal, financial, driving records
- Job Descriptions
- Emergency contact information (should not include medical information)
- Record relating to hiring, promotion, demotion, transfer, layoff, rates of pay, other forms of compensation
- Driver's license and verification of auto insurance for applicable personnel
- Education and training records
- Verification of orientation completion
- Issued equipment forms
- Letters of recognition / Commendation
- Disciplinary notices or documents (i.e., warnings, reprimands, suspensions, etc.)
- Performance evaluations
- Internal application documents and results
- Personnel Policy acknowledgement forms

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- Other acknowledgement forms (i.e., electronic communication, substance abuse, etc.)
- Documents related to job changes or transfers
- Employment contracts
- Non-disclosure and / or Non-compete agreements
- Signed confidentiality agreements
- Training records (including in-services)
- Leave of absence information (non-medical related)
- Documentation required by state or federal regulatory agencies
- Termination records

B. A separate Medical File May Contain:

- Employment related physical examinations
- Medical leave and return to work documents – FMLA, Fitness for Duty, physician sign-off
- Drug and alcohol testing

C. Payroll Files May Include:

- W-4 Form
- Time Records (for hourly members) and Pay Records
- Salary change forms – anything related to pay
- Writ of Garnishment

D. Separate Files should also be kept for the following types of information:

- Workers Compensation Claims
- Immigration Forms (I-9's)
- EEO / Affirmative Action documents
- Unemployment Forms

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