

PURPOSE

To define the process for maintaining employee documents in a Fire Department “official personnel file” and/or a temporary annual “working file” and use of such in the annual performance review process. These documents may include, but are not limited to, employee appraisals, letters of reprimand, special recognitions and awards, etc.

POLICY

Personnel File

Personnel files will be utilized to verify record of progress and/or concern, maintain all written performance evaluations, projects and assignments, special recognition or awards of achievement and will include all discipline documentation.

The assigned Battalion Chief will note attachments to the Annual Employee Appraisal in the comment section of the appraisal document. All discipline will be integrated in annual employee appraisals, which then become part of the permanent personnel file. In addition, Accident Injury report, Lost Stolen Damaged reports, and Sick leave usage reports will be incorporated into the file.

Every document in the file will be logged and will include date document was generated, a brief description of the document, date it was filed and who filed it. Documentation logs will be placed on the inside cover of each employee’s file.

Department Personnel files will not automatically be purged. Employees must make an official request in written form to have their file purged. Written requests shall be addressed to the Deputy Chief of Operations through the assigned Battalion Chief. Purging actions require written authorization from the Fire Chief on a case by case basis.

Working File

The working file will provide a readily accessible record of correspondence and communications; (ie: atta boys, thank you notes/letters, memorandums, etc.) occurring during the present twelve (12) month review period. The documentation compiled in this file can then be used as a resource to complete annual employee appraisals. The assigned Battalion Chief and Captain will have access to these files.

At the end of the twelve (12) month period or at such time an employee appraisal is being completed, these records will be purged. The determination of which documents from the “working” file will become an official record and attached to the annual employee appraisal will be determined by the assigned battalion chief and/or captain. All disciplinary actions will be integrated in annual personnel appraisals.

Every document in the working file will be logged and will include date document was generated, a brief description of the document, date it was filed and who filed it. Documentation logs will be placed on the inside cover of each employee's file.

Shift Changes

An "unscheduled" employee appraisal will be conducted prior to the shift change to be conducted by the employee's immediate supervisor/captain. This document will be retained in the employee's working file, until the next formal appraisal is due, at which time the new captain and/or battalion chief may review the documentation and use their discretion to incorporate the feedback into the official performance review, which then becomes a permanent part of the employee's personnel file.

Approved: _____



Robert McKibben, Fire Chief

10/5/04

Date