

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

VOLUNTEER

VOL – 911

Personnel Records

Page 1 of 3

Issued: July 8, 2014

1. Maintenance of File

Official personnel records of volunteers shall be maintained by the Fire Chief. The Fire Chief should promptly be notified, in writing, of any change of name, address, or telephone number.

2. 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 volunteer, which shall not be referred to regarding any personnel decision, including promotion or discipline.

3. Personnel Files

This policy defines circumstances under which a volunteer may examine his or her personnel records; and an individual who is not a volunteer of the District may examine a volunteer's personnel record. This policy and procedure applies to all District volunteers and individual Board of Directors members.

- a. No material of a negative or derogatory nature shall be placed in a volunteer's file unless the volunteer has had the opportunity to review the material, which shall be so noted on the documents.
- b. Volunteers may be allowed to include in their personnel file any material they deem relevant of their qualifications or performance. Volunteers may inspect and review their personnel files, excluding confidential reports from employers.
- c. Volunteers may protest or comment upon, in writing, any materials placed in their personnel file. Such protest or comments shall be placed in their personnel file.

4. Procedure for Access by Volunteer

Volunteers wishing to inspect or review their personnel file shall make an appointment with the Fire Chief. A volunteer may receive one copy of such records without charge.

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Page 2 of 3

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5. Access to Personnel Files by Persons Other Than Volunteer

a. Exemptions to Disclosure

Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of 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(13).

b. Public Interest Requirement

Any person seeking the disclosure of any material contained in a volunteer's personnel file, except the volunteer, shall have the burden of showing that the public interest requires the disclosure by clear and convincing evidence.

c. Case-by-Case Determination

No information in any volunteer's personnel file will be released until the volunteer is notified and has a reasonable opportunity to comment on the request. In each case, the District must determine whether or not particular personnel records of any District volunteer are subject to public disclosure. A volunteer's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's Public Record Law. The decision to disclose such information shall be made by the Board of Directors, by resolution, following deliberations in executive session.

d. Limits on Verbal Disclosure

Information regarding a volunteer's address, telephone number, or performance history will not be given over the telephone. Only appointment dates and last position may be released verbally.

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Page 3 of 3

Issued: July 8, 2014

e. Release Required for Confidential Information

Requests for verification of volunteer service or other confidential information must be in writing, signed by the volunteer, authorizing release of specific information.

f. Work Reference Requirements

Reference requests, for present, terminated, or expelled volunteers must be in writing and signed by the volunteer, authorizing release of information.

6. Management Review of Personnel Files

Personnel files will be reviewed by the Fire Chief every three years for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine the continued appropriateness of retention. Materials deemed inappropriate or no longer relevant may be removed from the personnel file, after notifying the volunteer. Criteria which may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions. Any document which is removed shall be maintained in a separate file containing such documents, not indexed under the name of any volunteer.