

Stratmoor Hills Fire Protection District

Policy

Number: CE-6

Date Issued: December 9, 2005

Revised: August 21, 2014

Subject: CAREER EMPLOYEE RECORDS

Purpose: The purpose of the following procedure is to ensure the privacy of information about employees while complying with the public's right to public information.

Procedure:

Section 1. Personnel Records, Files, and Manuals

- 1.1 Personnel records and files shall contain all personnel actions, correspondence to, from, and regarding employee.
- 1.2 Records and files shall be open for inspection to employees or their agent during normal office hours and in the presence of the Fire Chief, providing an appointment has been made in advance. Examination questions and answers are not to be made available to any employee. Records and files are subject to the provisions of applicable State Statutes, including Article 72, Part 2 (24-72-201 to 24-72-206).

Section 2. Disclosure of Personnel Records

- 2.1 The District will, for the purpose of employment inquiries and verifications on present and past employees release the following information:
 - (a) Name of Employee
 - (b) Date of Employment
 - (c) If no longer an employee, last date of employment
 - (d) Title of last position held
 - (e) Last rate of pay
 - (f) Eligibility for re-employment or continued employment.
- 2.2 However, the foregoing shall not be construed as prohibiting compliance with the Colorado Revised Statutes governing the inspection, copying or photographing or public records, Article 72, Part 2 (24-72-201 to 24-72-206).

Section 3. Access to Personnel Medical Records

- 3.1 The Fire Department will limit access to personal medical information to the Board of Directors, the Fire Chief, and such others the Chief may designate to perform his/her duties.
- 3.2 The above mentioned persons must keep this information under strict confidentiality to protect the rights of the employee of the department.
- 3.3 All medical records relating to current employee will be kept in a secure and safe place by the Fire Chief.
- 3.4 All medical records of a past employee will be sealed and kept on permanent file by the Fire Chief.