

# Fauquier County Department of Fire Rescue

## **RULE & REGULATION**

No. 115



### **Employee Files**

Effective Date: July 1, 2010  
Revision Date: January 30, 2018

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Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

## **PURPOSE**

In effort to maintain effective communications, record keeping, and provide employees reasonable access to personnel files, this rule and regulation shall serve as the standard for the maintenance of and access to employee files.

## **SCOPE**

This regulation pertains to all members of Fauquier County Department of Fire, Rescue and Emergency Management (operational and administrative).

## **I. EMPLOYEE PERSONNEL FILES**

- A. A file for each employee shall be established within the administrative office of the Department of Fire, Rescue and Emergency Management. Employee files may contains such documents that are deemed necessary concerning employment applications, background history, physical examination results, and other pertinent personnel actions. These files will be considered confidential and privileged and shall be used for the internal affairs associated with employment in the fire department. Any information released from these files shall be in compliance with the Federal Privacy Protection Act.
- B. The official personnel files are maintained by Fauquier County Department of Human Resources. Requests for information contained in these files should be forwarded to Human Resources.
- C. Any specific requests made to the Department for information regarding an employee shall be in writing and should contain a release signed by the employee. Inquiries made directly to the stations, either by mail, email, or telephone, should be referred to the chief's office.
- D. Access to employee files shall be limited to the chief, assistant chief, deputy chief, battalion chiefs, administrative assistant to the chief, and the individual's supervisor or the individual employee upon request. No other person have access to these files with the approval of the chief of the department.

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**II. WORK LOCATION FILES**

- A. Work location files shall be maintained electronically on the Fauquier County computer network located in SharePoint. Each of the rank shall have a folder containing a secured sub folder for each employee assigned to that division.
  
- B. Any documents requiring and employee signature shall be signed and then scanned and placed in the employees' electronic file or forwarded to the administrative assistant.