




Scotts Valley Fire Protection District	
POLICY: 1400 DATE APPROVED: 2/13/2019 BOARD PRESIDENT: 	SUBJECT: Personnel Files FIRE CHIEF: 

Policy 1400: Personnel Files

1. A personnel file shall be kept for each member of the Scotts Valley Fire Protection District (SVFPD). A member shall at all times have the right to review and copy his/her personnel file. All requests to review Non-Confidential Personnel Files requires written member authorization.
2. The following guide is to be used in filing and maintaining SVFPD personnel files. Personnel files are in four sections: Career Staff, Paid Call Firefighters (PCF) and Volunteers, Past Employees and Background Investigations. All files to be filed in alphabetical order.
3. SVFPD Elected Officials will have a Confidential Personnel File and a Non-Confidential Training and Certification File.

NON-CONFIDENTIAL PERSONNEL FILES

Main Tab: Last Name, First Name, Middle Initial

Blue/Personal (4 Tab File):

Tab 1: Hire Documents and Changes

- Personnel record summary sheet
- Job application/resume and supporting documents and testing for employment decision
- Hiring letter/acceptance
- I-9 Employment Eligibility Verification
- Emergency contact information
- Address changes
- Leave of absence information (non-medical related)

Tab 2: Promotions and Appointments

- Appointment letters/forms
- Promotion application/results
- Documents related to job changes or transfers

Tab 3: Letters of Recognition

- Letters of recognition


Tab 4: Evaluations and Disciplinary Actions

- Performance evaluations
- Letters, memos, notes related to performance or service
- Disciplinary notes or documents (i.e., warnings, reprimands, suspensions, etc.)

Red/Training (Testing records scanned files)

Tab 1: Class Certifications

Tab 2: Class Certifications Cards

Scotts Valley Fire Protection District	
POLICY: 1400	SUBJECT: Personnel Files

Tab 3: Training Correspondence

Tab 4: Training Records (Target Solution online records after July 2011)

CONFIDENTIAL PERSONNEL FILES

Green/Finance:

- County payroll deduction
- Gross payroll adjustment
- Deferred compensation
- Loan application employment verification
- Tax Forms
- Writ of garnishment
- Salary change forms- anything related to pay

Yellow/Health:

- Annual/biannual physical exam
- Drug and alcohol testing
- Employment related physical examinations
- FMLA, Medical leave and return to work documents (Fitness for duty, physician sign-off)
- TB Test
- Flu Shot
- DMV Physical

Orange/Benefits:

- PERS membership forms
- Beneficiary forms
- Insurance enrollment and change forms

Purple/DMV:

- Driver's License
- DMV Pull Program Reports
- DMV Documents

Manila/Workers Compensation:

- All records and paperwork pertaining to workers compensation

Envelope/Background:

- Personal History Statement and Background Authorization
- Live Scan
- College/High School transcripts and Diplomas
- Driver's license, DMV Report and verification of auto insurance
- Certifications
- Background Interview findings