

POLICY 2.4.2 - ACCESS TO PERSONNEL FILES BY OTHERS
SCOPE - ALL PERSONNEL, FIRE CHIEF AND BOARD OF DIRECTORS

The Board of Directors shall have free access to the personnel file of the Fire Chief.

The Fire Chief shall have free access to the personnel files of all employees and volunteers of the District.

Supervisors may request access to personnel files of individuals who are specifically under the direction of that supervisor. Supervisors must make this request, in writing, to the Fire Chief stating the reason for such a request. The written request will become a part of the requested personnel file.

Persons, other than those identified above, who request information contained in personnel files shall be bound by the following:

1. 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 incidence. Records of disciplinary actions and materials supporting such actions are exempt from public disclosures. ORS 192.501 (13).
2. Any person seeking the disclosure of any material contained in an individual's personnel file shall have the burden of showing that the public interest requires the disclosure by clear and convincing evidence.
3. In no case will information in any individual's personnel file be released until the individual is notified and has a reasonable opportunity to comment on the request. In each case, the District must determine first whether or not the requested personnel records are subject to public disclosure. This decision shall be made by the Board of Directors by Resolution following deliberation in Executive Session, and consideration of the Fire Chief's and/or legal counsel's recommendations.
4. Information regarding an individual's address, telephone number, work history, performance or salary will not be given over the phone. Only employment dates and job title may be given verbally.
5. Requests for verification of employment, salary or other confidential information must be in writing, signed by the individual, authorizing release of the specific information.

6. Work reference requests, for both present and discharged individuals, must be in writing and signed by the individual authorizing release of information.