

# PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT



701 Stafford Drive Princeton, WV 24740

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**POLICY:** Personnel Records—Accessibility

**Effective Date:** August 2018

**TITLE:** Accessibility of Personnel Files

**RATIONALE:** To ensure the rights of personnel to access and review their records.

**POLICY/PROCEDURE:**

Princeton Rescue Squad maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with Princeton Rescue Squad, including, but not limited to, annual performance reviews, beneficiary designation forms, disciplinary/warning notices, letters of commendation, and copies of your driving record. You may review your personnel/medical file upon written request. If you are interested in reviewing your file, contact the administration to schedule an appointment.

To ensure that your personnel file is up to date at all times, you must notify the administration of any changes in your name, telephone number(s), home address, email address, marital status, number of dependents, beneficiary designations, scholastic achievements, related training, or the individuals to notify in case of an emergency.

**RESPONSIBLE PERSONNEL:**

All Instructional Faculty, Staff, and Administration