


HB-202	Employee Handbook			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">Access to Personnel Files</div>		Approved By	
			Steven Parrish, Fire Chief	
			Effective Date	Revised Date
			7-21-1999	1-5-2015

Access to Personnel Files

Cumberland Road Fire Department maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Cumberland Road Fire Department, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Cumberland Road Fire Department who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Chief Officers. With reasonable advance notice, employees may review their own personnel files in Cumberland Road Fire Department's offices and in the presence of an individual appointed by Cumberland Road Fire Department to maintain the files.