



PERSONNEL RECORDS SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

Such personnel records as are necessary for the proper administration of the personnel system will be maintained by the Clerk to the Board of Directors.

Policy Number

7A.002

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GUIDELINES

Personnel Records Maintenance

Such personnel records as are necessary for the proper administration of the personnel system will be maintained by the Clerk to the Board of Directors. The SPFD shall maintain in personnel records only information that is necessary and relevant to accomplishing legitimate personnel administration needs. Access to personnel records is controlled by North Carolina General Statute Section 153A-98.

Remedies of Employees Objecting to Material in File

An employee who objects to material in his or her file may place in the file a statement relating to the material the employee considers being inaccurate or misleading. The employee may seek the removal of such material in accordance with the Employment Practice Review procedure.