FEATHER RIVER RAIL SOCIETY POLICY

PERSONNEL FILES AND OTHER VOLUNTEER RECORDS

Effective Date:	07/07/01	*Legal Review Date:*	
Next Review Date:	07/01/203025		
Replaces:			PM0018

Objective:

To establish responsibilities and uniform steps for:

(1) maintaining and accessing personnel files,
(2) determining their content, and
(3) promoting their confidentiality.

To identify other volunteer and/or employee records not contained in personnel files.

Related Policy:

Use and Protection of FRRS Information Policy
Classification and Legal Protection of Information

Originator:

General Superintendent/Superintendent of Operations

Business Risks Involved:

State and federal laws require the maintenance and safeguarding of volunteer member(s), employee(s) and personnel-related information. Non-compliance with this standard practice may lead to inconsistent file maintenance practices and improper disclosures. Missing or inaccurate volunteer or employee information or improper release of such information may expose the FRRS to legal liability.

Responsibility for Monitoring Compliance:

Administration Services monitors compliance with this standard practice through periodic audits of personnel files with assistance from the Membership and Operations Departments.

The Superintendent of Operations monitors compliance with this standard practice through periodic audits of all Operations Department personnel files.

Membership Services monitors compliance with this standard practice through periodic audits of all Membership files.

Definitions:

Members include temporary, probationary, and regular status individuals who are on the Feather River Rail Society Membership list.

Volunteer and Employee records are the result of recorded events, contained in any medium, which fulfill the FRRS legal or business requirements. Volunteer and Employee records include personnel files, which are maintained by the FRRS, the Operations Department, the Membership Department and/or by any other department of the FRRS.

Volunteers include temporary, probationary, and regular status individuals who are on the Feather River Rail Society volunteer list, or Membership list.

Employees include temporary, probationary, and regular status individuals who

are on the Feather River Rail Society's payroll. Employees may also include those who are on workers' compensation, or other approved leaves.

Former Members are those who no longer are a member of the Feather River Rail Society for any reason

Former Volunteers are those who no longer are a volunteer of the Feather River Rail Society for any reason.

Former Employees are those who no longer are employed by the Feather River Rail Society for any reason.

A volunteer or employee has "need to know" access to others' personnel files only when that access is necessary to perform his/her job or duties associated with the Feather River Rail Society.

Personnel files contain volunteer and employee-related documents whose maintenance fulfills the Feather River Rail Society's legal or business requirements. Personnel files are confidential and secured against unauthorized access. They are available both in printed and in electronic form and are accessible through proper authorized members of the Feather River Rail Society.

Major Steps:

A. Responsibilities for managing personnel files

As the owner of personnel files, the Feather River Rail Society has sole responsibility for determining their content and use. The Operations Department and the Membership Department manage these files by:

- determining the appropriate content of the files,
- maintaining the files and promoting their confidentiality, and
- controlling access to the files.

B. Determining the content of personnel files

The Operations Department or the Membership Department keeps a document in a personnel file only if it supports legal or business requirements.

C. Maintaining personnel files

The Operations Department Supervisor(s) and Membership Services staff are responsible for keeping personnel files complete and up-to-date.

1. File maintenance

The Operations Department Supervisor(s) and Membership Services receive and process the documents to place them in the appropriate personnel file.

2. Retention period

Personnel files and associated documents are retained only as long as they are needed for business purposes or as long as required by law, regulation, or contractual agreement, whichever is longer.

D. Promoting the confidentiality and security of personnel files

The Operations Department Supervisor(s) and Membership Services protect personnel files from unauthorized access by allowing access on a "need to know" basis only. Operations Department Supervisor(s) and Membership Services also require those with access to electronic personnel files to protect their computer passwords from unauthorized use.

E. Requests for access

A request for access to a personnel file is evaluated based upon the type of request that is received.

1. Volunteer or Employee requests

Any volunteer or employee or former volunteer or employee may review his or her personnel file by submitting a written request to the appropriate Operations Department Supervisor(s) or Membership Services. The Operations Department Supervisor(s) or Membership Services schedules an appointment as soon as practical (typically within thirty (30) calendar days of the date of the request). When the file is reviewed, in the presence of another FRRS Officer and/or the Operations Department Supervisor(s) or the Membership Services person, a note is added to the personnel file with relevant comments about the review. The volunteer or employee may request copies of file documents that he or she has signed relating to his or her activities with the FRRS.

A volunteer, employee, former volunteer or former employee may correct any discrepancies of factual information in his or her file or elaborate on any document in the file by submitting a written statement to the Operations Department Supervisor(s) or Membership Services, who then process it for inclusion in the Operations, membership, volunteer or employee's personnel file.

2. Internal requests

Other Feather River Rail Society volunteer or employees who have a business "need to know" may review a personnel file by contacting the appropriate Operations Department Supervisor(s) or Membership Services. Once the request is approved, the Operations Department Supervisor or the Membership Services person and requester will make access arrangements.

3. External requests

Feather River Rail Society complies with properly issued subpoenas or other legal papers as described as, Service of Legal Papers.

All other requests are denied.

Membership Roster: A Membership book, of the Feather River Rail Society is maintained by Membership Services and is available as outlined in the Feather River Rail Society Bylaws.

See Also:

Policies and Procedures:

- Classification and Legal Protection of Information.
- Protection of Computer Resources and Electronic Information
- Record Retention and Disposal
- Service of Legal Papers
- Use and Protection of FRRS Information Policy

Exhibit:

Exhibit A: Volunteer and Employee Records Maintained By Others

Contact Person:

Operations Department or Membership Services

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		7/07/2001
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
4	Updated to reflect new review date	Kerry Cochran	12/05/2025