

CHAPTER 1 – GENERAL PERSONNEL POLICIES

1.1 PERSONNEL, FISCAL MANAGEMENT, AND PROCUREMENT

Riverside Cemetery District's office is required to maintain all official payroll records and all other personnel records which directly relate to employee compensation and benefits. Payroll records containing name, address, job classification, rate of pay, hours worked, deductions, and actual pay for each employee shall be retained for three years. Personnel files are the property of Riverside Cemetery District and access to the information they contain is restricted, pursuant to W.S. § 16-4-203.