

Procedure No. 4-10-23
Replaces Procedure No. 4-10-23

Revised: 10-01-23
Issued: 01-02-94

SUBJECT: Organization of Personnel Files

PURPOSE: To establish a format for filing information in the Employee Personnel record and to carry out the mandate of Human Resources Policy No.4.

A system has been devised and implemented to efficiently maintain order and easy accessibility to information contained in Employee Personnel Records. Information will be maintained as follows:

Employee Information

- Job Descriptions
- Application
- Benefit Applications
- Tax Forms
- Payroll Change Notices
- Driver's License
- Driving Record
- I-9 Form – found through current HRIS system
- Procedure acknowledgement – beginning in 2023 found through Relias training portal

Evaluations

- Performance Plans
- Performance Appraisals

Changes – Benefits/Payroll

- Benefit Changes
- Payroll Changes
- Voluntary Separation

Correspondence

Disciplinary Actions

Training Certifications– found through current HRIS system

Approved: _____
Human Resource Manager

Date: _____