

PERSONNEL FILE CONTENT GUIDELINE

PURPOSE

The purpose is to offer guidelines for administrators when deciding what information is to be kept in the employee's personnel file.

APPLICATION

This procedure shall apply to all administrators regardless of their location.

DEFINITION

“Personnel record means a record kept by...(an) employer which identifies the employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary actions. A personnel record shall include a record in the possession of a person, corporation, partnership, or other association who has a contractual agreement with the employer to keep or supply a personnel record as provided in this subdivision.” MCL 423.501(2)(c)

The following items are to be kept in central office personnel files:

- ◆ Resume
- ◆ Transcripts/Certifications
- ◆ Application
- ◆ PA189*
- ◆ PA68*
- ◆ Fingerprint search response
- ◆ District Staffing Process Checklist
- ◆ District Staffing Process References (identity of references may not be disclosed)
- ◆ New Employee Form
- ◆ I-9*
- ◆ Original individual employment contract
- ◆ Conditional letter of offer
- ◆ Letter of acceptance
- ◆ Academic information (transcripts, certification, licenses)
- ◆ Evaluations (including ancillary notes pertinent to the evaluation – must be placed in the personnel file within six months of being written)
- ◆ Discipline actually dispensed (unrelated to grievance)

*Examples are attached.

- ◆ Grievance if related to discipline
- ◆ Contractually dictated approval documents (employee change forms, transfer requests, tuition reimbursement forms, leave of absence forms, seniority information)
- ◆ Accommodation chronology if ADA at issue

All medical records are to be maintained by the Staff and Organizational Development Department as well. These records include:

- ◆ Initial and all subsequent physical exam documents (originals)
- ◆ Medical verification of disability (alleged by employee or obtained by employee)
- ◆ FMLA documentation (requests, approval forms, substantiation)
- ◆ Workers' Compensation information
- ◆ Drug/alcohol/vision test results

RESPONSIBILITIES

1.0 Administrators

- 1.1 Ensure all documentation regarding an employee (with the exception of ancillary notes dated less than six months ago) is promptly sent to the Staff and Organizational Development Department to be maintained in the central office personnel files. Copies of these materials are not to be kept at other locations.
- 1.2 To attend training on the Document Imaging System as deemed appropriate.

2.0 Staff and Organizational Development

- 2.1 To maintain the central office personnel files.
- 2.2 To promptly scan information into the Document Imaging System (DIS) to afford administrators the opportunity to access employee personnel files.
- 2.3 To work with the IS Department to ensure security on the DIS. Administrators will only have access to employees under their supervision.
- 2.4 To work with the IS Department to schedule periodic training and updates for the DIS users.

DISTRIBUTION

This guideline is to be communicated to all administrators and bargaining unit representatives via the appropriate organizational chain of command.