

MAINTAINING PERSONNEL FILES RECOMMENDATIONS (COUNTY PAID EMPLOYEES)

County Employees

Official Personnel File

Advertised Job Announcement
Resume/Application Materials
Letter of Intent/Contract Letter
W-4's (Copy)
Hire Documentation
Current Position Description
Performance Appraisals
Discipline Letters
Recognition/Commendations
Resignation Letter
Retirement Documents

Benefits File

Health Insurance Signup/Documentation
Life Insurance Signup/Documentation
Any other benefits/insurance forms

Medical/Confidential File*

Worker's Compensation
Medical Leave
FMLA
Doctor notes, etc.

Supervisor File

Performance Documentation

Payroll File

Timesheets
Leave Requests
W-4's (Original)

**** Should be in separate file and separate location from all personnel files.***

NOTE: All I-9 Forms for all employees should be held in one file separate from all personnel files.