

## Staff Personnel Files

Personnel files for staff employees are maintained by each employee's Home Department. All staff personnel records should be maintained in a secured and confidential location. The personnel file should contain:

- Job description
- Recruitment documents (application, resume, etc.)
- Personnel Action Notices (PAN's), Personnel Action Forms (PAF's) and other payroll-related documents
- Performance evaluations (signed originals)
- Time cards for prior year(s)
- Awards, nominations, other commendation letters
- If applicable, corrective action or disciplinary letters

Medical records and FML files and grievance/complaint files should be kept separate from general personnel records to insure that only appropriate personnel have access to these types of records.

## Transfer of Personnel Files

- When an employee transfers to another campus department, the employee's personnel file should be hand-delivered to the employee's new home department supervisor. Do not send via campus mail or give to the employee to deliver.
- What should be transferred? *All original documents, except timecards, in the general personnel file should be transferred to the employee's new department as soon as possible.* The prior home department forwards a copy of the employee's last timecard, but *all original timecards are retained by the prior home department.* The prior home department may maintain a copy of the personnel file for its own records.
- *The prior home department retains the inactive medical, FML and grievance/complaint files, if any.* These files (or copies of the files) should not be shared with or transferred to the new department. *If the employee has a medical file with current/on-going medical information, transfer the file to the hiring department.* If you are uncertain about whether or not transfer the medical file, contact the Disability & Rehabilitation Manager.
- If an employee transfers to another University campus/medical center, a complete copy of the employee's personnel file, excluding specific documents referenced above, should be sent certified mail or FedEx delivered to the new location and supervisor. The home department on our campus retains the original file.