

Organization of the Personnel File

SECTION 1: LEAVE DATA

Request for Leave Forms (May be maintained in a separate file).

Monthly Time/Leave Sheets (May be maintained in a separate file).

Facility/Unit records of current leave balances (May be maintained in a separate file or on computer).

Shared leave Donor and Recipient forms (if applicable).

SECTION 2: PERSONNEL ACTIONS (Public Records)

Request for Personnel Action HCM-14 forms and all attachments to include (but not limited to):

- HCM-4B and HCM-9 forms documenting certification of minimum qualifications.
- Personnel Transaction Freeze Exception Request (HCM-92) forms.
- Letters of resignation.
- Letters of discharge, suspension, and demotion.
- Ineligibility for Rehire – OP-110237 Attachment F (if applicable).
- Approved requests for leave without pay (LWOP).
- Approved salary decisions affecting unclassified employees.
- Approved hiring rates for classified employees when different from the established hiring rate for that job, e.g., individual special hiring rate or reinstatement.
- Documents pertaining to trial or probationary periods.

SECTION 3: MISCELLANEOUS

Financial Disclosure Statement (if applicable).

Employment application forms and resumes.

Loyalty oaths.

Letters of commendation/appreciation (when applicable).

Unemployment compensation decisions (if applicable).

Acknowledgement forms for the receipt of procedures, handbooks, rules, etc.

SECTION 4: DISCIPLINARY/ADMINISTRATIVE ACTIONS (Confidential)

Notices of Pre-Disciplinary Meeting/Hearing/Opportunities to Respond (if applicable).

Letters of reprimand (if applicable).

Merit Protection Commission orders, court orders pertaining to disciplinary actions, any orders or settlement agreements arising out of MPC, EEOC, HRC, complaints (if applicable).

SECTION 5: BENEFIT INFORMATION

All enrollment, election, transfer, and change documents pertaining to: insurance, retirement, and deferred compensation (if applicable).

W-4 forms.

Longevity Certification form (HCM- 52) (if applicable).

Voluntary Payroll Deduction documents (if applicable).

Involuntary Payroll Deduction documents (if applicable).

COBRA notices.

SECTION 6: EVALUATIONS/PERSONAL DATA

Employee ID picture.

Fingerprint card (including rap sheet if applicable).

Diplomas and transcripts (optional).

Performance Management Process.

HCM-4B forms and HCM-9 forms that document failure to meet minimum qualifications.

Data Summary Sheet.