Personnel Files What Should and Should Not Be Included



WHAT SHOULD BE INCLUDED IN A BASIC PERSONNEL FILE

- Employment application and resume
- Reference checks
- College transcripts
- Job descriptions
- Records related to hiring, firing, promotions, demotions, transfers, rate of pay, layoffs,
- Education and training records
- Disciplinary actions/notices
- Performance Evaluations
- Exit Interviews
- Termination documentation

WHAT SHOULD NOT BE INCLUDED IN A BASIC PERSONNEL FILE

- Medical records
- Genetic information
- EEO info
- Immigration – I9 forms
- Safety Training Records
- Child Supports or other Garnishments
- Litigation documentation
- Workers Compensation claims
- Any Personal Health Information (PHI)