

Department: Training + Payroll Managers

Last Updated: 11/3/2014

Subject: Personnel File

HID#: 033

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PURPOSE

Comply with both Federal and State labor law regulations and observe best practices for records retention and personnel documentation

RESPONSIBILITY

Training + Payroll Manager and/or General Manager

HOW: Filing Requirements

CURRENT HOURLY EMPLOYEE PERSONNEL FILES

> All forms and employee information should be filed in manila folder, alphabetized by last name and stored in locked file cabinet in office.

- Employee Information
- Training Commitment
- BigRedF Handbook Acknowledgement
- BRF Family Fund Form
- Respect Policy [Harassment Policy]
- Completed W-4
- *If applicable include new hire's: Resume, Letters of Reference, Interview Record*
- *Future personnel filings include: Performance Review, Tests/Quizzes, Discipline Notices, Employee Correction Form, Termination Documents, Exit Interview*

ITEMS THAT CANNOT BE FILED IN PERSONNEL FILES

> All of the forms listed below must be maintained in a separate folder or binder

- Worker's Compensation Documents
- Medical Records [as related to work compensation, ADA hiring, FMLA]
- I-9 Form\*
- Photocopies of IDs\*
- CO Affirmation Form\*

\* See BigRedF policy below for record keeping

I-9 BINDER

> All current employees, including salaried managers, alphabetized by last name

- Completed I-9, Section 1 and Section 2 [see supporting document]

**CO AFFIRMATION BINDER**

> All current employees, including salaried managers, alphabetized by last name

- Completed Affirmation Form [see supporting document]
- Photocopy of Valid IDs

**CURRENT SALARIED MANAGER PERSONNEL FILES**

> All forms and employee information maintained for hourly employees are filed at BigRedF Offices; please forward all manager's new hire paperwork to HR/Finance Department

> Please forward any future manager's personnel documents to HR/Finance Department

**TERMINATED EMPLOYEE PERSONNEL FILES, I-9s and CO AFFIRMATION FORMS**

> All terminated employee forms and personnel files must be filed by law for 4 to 15 years dependent upon the type of document;

> Upon termination, send the following employee documents and files to the BigRedF Office for storage:

- Remove the employee's I-9 from the Current Employee I-9 Binder
- Remove the employee's CO Affirmation Form from the Current Employee Affirmation Binder
- Remove the employee's Personnel File from the file cabinet

\* *Staple or combine documents in manila file and date stamp*

PLEASE NOTE: At your earliest convenience, please send your Former Employee I-9 Binder and/or I-9 Forms AND the Former Employee Affirmation Binder and/or CO Affirmation Forms to the HR/Finance Department; Former employee's personnel documents will be filed and stored.