**Agency Name**

**Transit Policies and Procedures**

|  |  |
| --- | --- |
| **Subject** | Personnel Files |
| **Section**  | Recordkeeping |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Ensure that a detailed personnel file is developed and maintained for each employee.

**Procedure**

Develop a written policy for developing and maintaining employee personnel files. These confidential files shall be kept in a secure location which is accessible only to the Transit Director and the Human Resource Department. Personnel files shall be developed as each employee is hired and shall be kept for five years after the employee resigns, retires, or is terminated.

All personnel files should include following information:

Contact Information

* Name
* Address
* Phone Number
* Email Address
* Copy of Driver’s License
* Emergency Contact

Employment Information

* Job Application
* Standardized Questionnaire for Applicants
* References
* Job Offer Letter
* Job Description
* Driver Record Check
* Criminal Background Check
* Licenses and Certifications
* Sick Leave
* Vacation

Employee Development

* Attendance Records
* Performance Reviews
* Requests for Training, Transfers, and/or Internal Job Applications
* Training Records
* Employee Recognition Awards
* Written Warnings and/or Disciplinary Hearings

Legal Documentation

* IRS Tax Forms (W-4, I-9)
* Payroll and Compensation Information
* Employee Contract
* Employee Benefits

Employee Termination Records

* Resignation Letter
* Termination Letter (if applicable)
* Exit Interview
* Unemployment and Insurance Documents
* Final Pay Records

**Responsibilities**

The Transit Director and Human Resource Department are responsible for developing and maintaining comprehensive personnel files.