

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

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.

- 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.