

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):

- 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).
- Documents pertaining to trial 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 proposed termination and opportunity to respond (if applicable).

Letters of concern (if applicable).

Letters of reprimand (if applicable).

OMES Civil Service Division orders, court orders pertaining to disciplinary actions, any orders or settlement agreements arising out of CSD, 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.

Data Summary Sheet.