

*Personnel*

# STANDARDS FOR AN OFFICIAL EMPLOYEE FILE

The documents listed below should be included in each official employee's file, as applicable (these standards apply only to staff; the only documents required for faculty are PARs and separation sheets; and the only documents required for students are PARs.):

Cardex - Personal History Record

- \*\* Letters requesting employment and letters responding
- Applications in date order
- Transfer sheets
- Health Questionnaires
- Resume - latest only
- Job Description
- Recommendation Letters
- Reference Letters
- \*\* Reference Letters not completed
- \*\* Typing Tests
- Police Checks
- Referral Cards
- \*\* ID Card Request Forms
- Handbook Receipt Cards
- Retirement Papers
- \*\* TIAA contract but not individually typed sheet
- Deferred Compensation form
- \*\* All individual absence request forms
- Insurance and Enrollment Cards and papers
- Absence Cards
- \*\* Absence Cards on deceased employees
- Appointment Letters
- \*\* Vacation Eligibility Forms
- PARs
- \*\* Faculty-Staff Info Sheet
- \*\* Post Doctoral Appointment Letters
- \*\* Credit Collections
- \*\* Garnishments
- \*\* Attachments
- Memos pertaining to work record
- \*\* Copies of verifications
- End of Probation Forms
- Performance Reviews
- Training Certificates at UK
- \*\* Memos from Wage & Salary pertaining to leaves
- Consultation Reports
- Disciplinary Reports
- Resignation Letter
- \*\* Remove Exit Interviews and give to Unemployment Office
- Separation Sheets
- \*\* Any blank forms
- \*\* Duplicate copies of anything

- \*\* In preparing terminated employees personnel files for microfilming, these documents will be removed and discarded prior to forwarding to Lexington Campus Employee Records.

It is the responsibility of each sector to prepare terminated employee files for microfilming.

*8/10/82 from P Mc Clintock*