

Chapter 21 Personnel Files and Records

21.01 Contents of Official Employee Personnel Record ("P" File)

I. Essential Documents

The documents listed below are identified as "essential" and when generated must be permanently maintained in the Official Employee Personnel File and transferred with the file. (Original copies are kept in the Classified Personnel Office (); copies are kept at the dean/director's office.)

- A. Personnel Transfer Record (DER-PERS-24) (Completed only upon transfer to another agency or leaving state service.)
- B. Letter of resignation or notice of retirement or termination
- C. Letters of appointment
- D. State job applications from which an appointment of the employee is made
- E. Disabled Applicant's Supplement (DER-PERS-35-S1)
- F. Position Description and Addendum (original and all others which indicate a change in duties and/or responsibilities).
- G. Leave of Absence With Pay Due to Injury Request/Authorization
- H. Leave of Absence Request/Authorization
- I. Evidence of awards received under the Merit Award Program or other state programs
- J. Formal apprenticeship agreements
- K. Training agreements
- L. Physical disability retirement examination
- M. Interchange agreement

II. Local Documents

The documents listed below are identified as "local" and filed in the Official Employee Personnel File during the employee's actual period of employment. (Original copies are kept in the Classified Personnel Office (); copies are kept at the dean/director's office.)

- A. Certification Request from which an appointment is made
- B. Probationary Service Report/s
- C. Reclassification request/report/s
- D. Reallocation notice
- E. Performance evaluations
- F. Records of equity and performance awards
- G. Letters of commendation
- H. Letters of reprimand (Provisions of negotiated collective bargaining agreements may provide for a different method of handling this document for covered employees.)
- I. Notice of actions affecting the employee's pay status