

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

**MANAGEMENT OF DEPARTMENTAL/SUPERVISORY
PERSONNEL FILES**

Prepared by Elaine Phillips Date 2-11-2013
Elaine Phillips/ID# 9551

Approved by [Signature] Date 2/11/2013
PPD Head

MANAGEMENT OF SUPERVISORY WORKING PERSONNEL FILES

INTRODUCTION

There is a need to emphasize the management of working personnel files maintained by supervisors and Department Heads within the Particle Physics Division consistent with Laboratory policy.

DEFINITIONS:

Working files refers to *unofficial* files which are confidential and are maintained to aid effective supervision. Working files would include: copies of payroll authorization forms, copies of signed performance reviews, letters of commendation, correspondence, etc. Any *official* documents (those which would be used to defend the Lab's personnel actions) must be sent to the employee's personnel file in the Records Office. The documents maintained by the Record's Office in the Employee's Official Personnel folder are maintained for 75 years after the employee ends employment with Fermilab, as per DOE records retention schedules.

PROCESS:

All paper working files should be maintained in a secured, locked file. Project leaders, managers, and group leaders, may, at their own discretion, create their own duplicate files for the personnel they supervise inside and outside of their department.

Letters of commendation written by supervisors should be copied for the Department Head's working files. Working information, i.e. pre-disciplinary measures, notes, etc., do not need to be communicated to the department level unless they warrant serious consideration.

PROCEDURE:

Luz Jaquez will route the copies of the payroll authorization forms to the designated administrative individuals for the attention of the Department Head for further forwarding to the employee's supervisor and to the employee.