

1.0 Purpose

The purpose of this procedure is to ensure that processes are in place for maintaining and organizing information on employee's personnel files.

2.0 Responsibility

The HR Manager is responsible for ensuring that the personnel files are maintained and kept up to date with comprehensive information for all staff.

3.0 Procedures

3.1 Hire Documents:

- Job Application.
- Interview Notes, Reference Checks and References.
- Offer Letter.
- Employment Contract.
- Job Description.
- Employment Requisition Form.

3.2 Personal Information:

- Curriculum Vitae.
- Work Permit (if applicable).
- School Certificates, Diplomas etc.
- Copy of Passport.
- Copy of National Insurance Card.
- Copy of Covid Vaccine Card.
- Other Required Documents.

3.3 Performance Information:

- Performance Evaluations Forms.
- Letters of Recommendation.
- Correspondence of Unsatisfactory Performance.

3.4 Salary:

- Salary increases letter.
- Special post allowance approval.
- Garnishment Notices.

3.5 Post Classification:

- Letter of Transfers.
- Leave Request.
- Miscellaneous.

4.0 Records

- Employee Information Form. HR-003
- Employee Salary Deposit Information Form.HR-004
- Employee Handbook & Confidentiality Pledge.HR-005