### Information to Manage When Managing Employee Contracts in a US Apartment Building

Managing employee contracts is a crucial part of operating an apartment building. Effectively tracking and managing these contracts ensures that employees' rights are protected and that the company complies with US labor laws.

Here is the detailed information to manage:

#### Employee Contract Information

* **Employee Information:** Name, date of birth, social security number, address, phone number, email.
* **Job Position:** Job title, job description, department.
* **Start Date:** Effective date of the contract.
* **Salary:** Base salary, allowances, bonuses.
* **Work Schedule:** Working hours, days off, holidays.
* **Benefits:** Health insurance, unemployment insurance, paid leave, sick leave.
* **Termination Clauses:** Conditions for terminating the contract, notice period.

#### Performance Information

* **Performance Reviews:** Results of regular performance reviews.
* **Disciplinary Actions:** Disciplinary actions (if any).
* **Rewards:** Rewards (if any).

#### Document Information

* **Job Application:** Job application, resume, diplomas, certificates.
* **Tax Documents:** W-4, I-9.
* **Insurance Documents:** Health insurance card, information about other types of insurance.