| LOG SHEET FOR VIEWING PERSONNEL HISTORY FILES | | | | | | |
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Lay, Kenneth L

LOG SHEET FOR VIEWING PERSONNEL HISTORY FILES

| DATE mm/dd/yy | NAME/ JOB TITLE | PART REVIEWED | REASON FOR ACCESS |
|------------------|-----------------------------------|--------------------------|--|
| 03/31/92 | Pat Poole Dir. Comp | Employment & Training | |
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<u>PARTA:</u>

- 1. BDF.
- 2. Honors/Commendation letters/memos/certificates/etc,
- Performance Evaluations/last 3 years.
- 4. Written Warnings (Tyr), Suspensions (2yrs),
- 5. Current employment related certificates/degrees etc.,
- College course completion records relating to employment,
- 7. Job description if current or not older than 3 years,
- 8. Current year's performance objectives, expectations, etc., and
- 9. Other documents as requested by employee or supervisor unless kept in part B or C.

PART B

- 1. Documentation regarding access granted to PH File parts A/B, if C is kept separate,
- 2. Employment contracts or other employment agreements,
- 3. Information about an employee's military reserve or national guard status or service;
- 4. Company PAF's,
- 5. Benefits/insurance election forms if no benefits file is kept otherwise for the employee;
- 6. New employee induction checklist.

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