



HUMAN RESOURCES

Folder Policy
Training Guide

HUMAN RESOURCES FOLDERS POLICY

The main objective of this policy is to protect and safeguard human resources data in accordance with regulations established by the [Equal Employment Opportunity Commission \(EEOC\)](#) and [Department of Labor](#) rules for storing employment documents. It also helps you meet [requirements for retaining employee data](#) and to protect your employee privacy and security.

All folders must be organized by date in a secure file cabinet with a key or a locked office!

Employees Profile Folders (Hiring and Onboarding)

All Employees Profiles folders must have the following documents:

- Copy of Job Description
- Candidates resumes and previous certifications.
- Offer letters.
- Background Check Reports
- Notification of New Trainee
- Employment Application
- W-4 Form
- I-9 Form
- Copy of Social Security and & State Identification
- NDA (Non-Disclosure Form)
- Emergency Contact Information
- Official Communication Memo
- Safety Training Agreement
- Sexual Harassment and Discrimination Agreement
- At-Will Employment Agreement and Acknowledgement of Employee Handbook.
- Employee Acknowledgement of Workers Compensation Network
- Receipt of Notice of COBRA Continuation of coverage Rights
- Direct Deposit Form
- Ezpro Agreement
- Uniform Deduction Form - (Fee and provide at least one shirt or jacket for 50% off)
- Transfer / Separation Form
- 2 Month Permanency Letter

Payroll Records

The person responsible for payroll must keep a record of the following:

- Weekly Schedules
- Time sheets
- Payroll Journals (record for 3 years by month)
- Payroll deductions
- Garnishment
- TWC records
- Unemployment Insurance

W-9 Subcontractors Profile Folders

Employees hiring documents must be in order and by date old to new.

- Labor Contract Agreement
- W-9 Form
- COI – Certificate of Insurance
- Copy of 1099 at the end of each year

Health & Medical Employee Folders

This file drawer must be secure and apart from the other files, only HR personnel should have access to all Employees Medical documents:

- Annual Enrollment Insurance documents.
- Insurance ID cards.
- Sick & Doctor Notices obtained during the years.
- Extensions of Disability Leave due to a Medical Emergency.

Evaluation Folders

To evaluate an employee, we MUST have a record of all good and bad.

- Certifications
- Writing and Verbal Warnings records.
- General Report (any occurrence, incident, accident, concern, etc.)
- Training Records (attendance, guides, signed signing sheet, etc.)
- Productivity Reports.
- Performance Improvement Plans.

PTO Folders

- Record of Absences requests
- Annual Tracking Form

Safety Folders

- OSHA Reports and Records
- Drug Testing Results
- Safety Meeting Records
- Workers Comp Claims Records

By signing this form, you agree that you received the necessary training and **understand as an HR Representative / Manager the responsibility of organizing the folders above.** You also state that you understood the context of the training. Should you have any questions, please refer to the training guide provided.

Trainee's Name

Trainee's Signature

Date

Trainer's Name

Trainer's Signature

Date