

Non Personnel File Documentation

File/Location	Document Examples
College/Unit/Manager Working File	Asbestos Awareness Certificate Communication about a hire Copies of Accident Reports sent to OHR Ergonomic Assessment Key Requests/Check out forms Leave Forms and documentation Release from Responsibility, Assumption of Risk, and Waiver for Volunteers Participating in Activities Uniform Policy Signed
OHR - Background Check	Background check results
OHR - Benefits	Benefits Election Forms From SSA-1945: Statement Concerning job not covered by Social Security OPERS Exemption Form
OHR - Integrated Disability	ADA Reasonable Accommodation notices FML Approval Notices FML Designations FML Return to work forms Injury Accident Reports
SHRP/HRP Employee Relations File	Corrective Action packet requests Grievances Investigation notes
SHRP/HRP Search File	Interview evaluations Reference Checks
SHRP/HRP Working File	Communication about a hire (emails with salary info, start dates, funding source) Exit Interviews HRA (if printing for future reference)
OAA	Faculty and Tenure Records <i>University Promotion and Tenure files are reviewed at approved or denied at multiple levels. The final and official promotion and tenure file are maintained and archived as part of the process in the Office of Academic Affairs (OAA). OAA will archive the files with final letters electronically with the University Archives. The units should not maintain a local copy as it is not the official document. Should the need for the file arise you can contact OAA and they will retrieve the file from Archives for the department and arrange for the unit to receive a copy.</i>