



## ADMINISTRATIVE POLICIES AND PROCEDURES

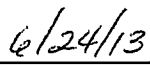
**Policy ID:** Human Resources  
**Subject:** Documentation to Employee's File Policy  
**Creation Date:** January 17, 2012  
**Revision Date:** May 29, 2013  
**Prepared By:** Human Resources  
**Approved By:** City Manager  
**Legal Review:** Elizabeth M. Rhumann

**DESCRIPTION:** Documentation to Employee's File

**POLICY:** Memorandums, formal counseling, or other documentation of an employee's performance, are to be made part of the employee's personnel file. Such documentation should be received by the Human Resources Department no later than 120 working days following the issuance of such documentation. The failure to timely forward the documentation to the Human Resources Department may result in discipline of the supervisor or Department Head, as appropriate, unless good cause for the delay is shown.

**APPROVED BY:**

  
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Joyce Wilson, City Manager

  
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Date