



CRYSTAL POLICE DEPARTMENT

TITLE: SUPERVISOR'S WORKING FILE

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PURPOSE

For Supervisors, completing an annual performance review for employees can be a difficult chore if specific reminders or notes are not maintained. This process can be even more difficult if an employee changes supervisors during the year.

A useful technique for supervisors is to maintain a working file on each employee that contains information needed to complete annual performance reviews.

POLICY

The following guidelines are for Supervisors, Sergeants and Administrators of the Crystal Police Department and are not intended to supercede or conflict with Section 5, Employee Records, of the City of Crystal Personnel Rules and Regulations manual. The Rules designate the City Administration office as the official repository for employee's permanent personnel records.

The Police Department Records Manager will maintain a secured file drawer for supervisors to maintain working files.

To assist Supervisory personnel in maintaining the balance between supervisory responsibility and the employee's privacy rights, the following guidelines are offered:

- Supervisors should maintain a working file for each employee assigned to them.
- Each working file has a lifespan of one year. All information in the file will be restricted to the time period from the last performance review until the completion of the next annual review.
- Documents from the working file that must be retained to document ongoing performance problems or personnel issues, must be moved to the permanent personnel file in the Administration office. Employees will be notified of the addition to their permanent file.

- Upon completion of each annual performance review, the employee will be given the contents of the working file. The employee may destroy or retain the contents at their discretion.
- Working files are intended to assist supervisors in preparing the employee's annual review by holding notes and documents that serve as reminders of instances where the employee's behavior was exemplary or was not consistent with established rules and procedures.
- When a note or document is placed in the working file, the employee will be made aware of the behavioral incident prompting the notation. The time, date and other relevant information of this notification should be included on the notation.