



Department of Public Works and Engineering

Employment Records Policy No. 3-29

Purpose

To maintain only one official personnel file on each employee and to maintain that file in the custody of the Director of the Human Resources Department. However, this does not prohibit the Department from creating, maintaining and using working files, which will be in the custody of the Assistant Director of the Management Support Branch or any successor branch or division.

Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

Policy

1. Each employee shall comply with Sections 14-202 and 14-204 of the City of Houston Code of Ordinances to ensure that there is one official personnel file for each employee of the city which shall be maintained by the Director of the Human Resources Department.
2. Attached and incorporated herein by reference is the list of documents that are to be included in the official file of any city employee. In accordance with Section 14-202 of the City of Houston Code of Ordinances, PWE supervisors are to transmit to their HR Liaison such documents in their possession for filing. Employees shall be given a copy of any such document. The HR Liaison shall forward the document(s) to the Director of the Human Resources Department or his or her designee for filing in the official personnel file.
3. Each employee shall comply with Section 14-203 of the City of Houston Code of Ordinances and City of Houston Administrative Procedure 3-12, Personnel Records, when requesting access to an official employee file.
4. Requests for verification of employment on present or former employees shall be handled in accordance with the procedures established by the Director of the Human Resources Department.

Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be

Approved:

Dale A. Rudick

Date Approved:

3/13/17

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All policies are subject to amendment. It is the employee's responsibility to refer to the Department of Public Works and Engineering's intranet site for the official, most recent version. Individuals printing a copy of this policy are responsible for ensuring that revisions to the document have not been issued since it was printed.

subject to corrective action.

Attachments

Attachments	Title
A	List of Employment Records

Revision History

Rev.	Revision Date	Modified by	Description
01	03/13/17	DO/MSB	New Format/Updated Attachment

Attachment A

Department of Public Works and Engineering

Departmental Policy No. 3-29, List of Employment Records

The documents that are maintained within the Official Personnel file (Electronic/Paper) are as follows:

- Personnel Form 201s/Hard Copy PARs prior to Go-Live of OnBase City wide/Management Self Serve (MSS) E-Form
(Records related to hiring, promotion, demotion, transfer, layoff, rates of pay and other forms of compensation)
- All required documentation to support 201/PAR action/MSS E-Form
 - Employment Verification/Reference & Background Check
 - College and High School transcripts/Resumes
 - DD form 214's (if applicable)
 - Immigration (INS Form I-9) Form
 - E-Verify Form
 - Conditional Job Offer Agreement or Acceptance
 - Acknowledgement of Receipt Form
 - COH Disclosure Form
 - COH Report to Work Slip
 - COH Personnel Requisition Form (HRD1)
 - COH Referral Form
 - Certify and Submit Form
 - AP 3-5 Pay Grade, Salary Analyst Form
 - Social Security Card (copies)
 - Internal Revenue Form W-4
 - Texas Employer New Hire Reporting Program Form
 - Record of Emergency Data Form
 - Criminal Background check
 - COH Request for Fingerprint & Photograph form
 - Motor Vehicle Records/Driver's License
 - Payroll Deposit Slip
- Salary Recommendation Form
- Pay Increase Notifications
- Supplemental Pay Increase Documentation
- Disciplinary Actions
- Incident Reports
- Letters of Commendations
- Performance Evaluations/Plans
- Performance Stencils
- Exit Interviews
- Letters of Resignation
- Address Changes
- Name changes
- Executive Acknowledgement Letter
- Physical Agility test acknowledgement form
- Professional Licenses