

## Supervisor's Desk Files

### 226.1 PURPOSE:

To establish guidelines regarding the use and maintenance of a supervisor's desk file.

### 226.2 DEFINITIONS:

Supervisor's Desk File: An interim physical and/or electronic log or file kept by an employee's current supervisor consisting of factual occurrences, comments, notes, and/or other materials that are intended to serve as a foundation and/or memory aid for the supervisor's completion of employee performance evaluations.

### 226.3 RESPONSIBILITIES:

- I. All Supervisors:
  - A. Information in the supervisor's desk file shall only contain factual occurrences, comments, notes, and/or other materials that are intended to serve as a foundation and/or memory aid for the supervisor's completion of the employee's performance evaluations.
  - B. Information contained in the supervisor's desk file shall not be physically shared with any other employee/supervisor/manager/etc.
  - C. The supervisor's desk file shall not be made available to anyone other than the supervisor who prepared the file and shall only be kept for the duration of time the supervisor is actively supervising said employee.
  - D. The supervisor's desk file shall be maintained in such a manner that it is not available to, or used by, the employer in making personnel decisions and/or to those persons making personnel decisions in the future.