PURPOSE

This University of Nevada, Reno Facilities Services Department (FSD) standard operating procedure (SOP) provides guidance to staff on how to archive confidential personnel documents in one consolidated folder in the Facilities Services shared drive. Only authorized personnel have access to the shared drive. This archive folder does not replace the personnel jacket or supervisory file.

GENERAL

Copies of personnel documentation from each supervisor are archived electronically on the FSD shared drive. For each individual FMS service area, the Personnel folder contains the following five sub folders:

- Structural Services
- Building Services
- Grounds Services
- Maintenance Support Services
- Utilities Services

For each individual Planning and Construction services area, the Personnel folder contains the following four sub folders:

- Capital Improvement Services
- Construction Management Services
- Engineering Services
- Accounting Services
• Parking Services
• Strategic Planning Services
• Transportation Services

Each sub folder contains an additional breakdown of each service area, if applicable. Within each sub folder are individual folders created for each employee, which are placed in their respective service area. Each employee folder contains the following sub folders:

• Drug & Alcohol Testing
• Medical & Related
• Personnel Actions
• Other

Employee folders are labeled with the first initial of the first name and complete last name (M Sample). The individual documents are labeled with the employee’s name, name of the document, infraction/detail and the date (M Sample Oral Warning Seatbelts 121813).

PROCEDURE

Written Reprimands, Specificities
Original document with signatures is sent to FSD HR Specialist who scans the document and archieves it in the employee’s folder in the Personnel Action section. FSD HR Specialist sends the original document to BCN who will place it in the employee’s personnel jacket.

Letters of Instruction (LOI), Documented Oral Warnings
Supervisor keeps the original document and scans a copy to the FSD HR Specialist who archives the document in the employee’s folder in the Personnel Actions section.

Medical Non Work Related Documents
Original document is sent to HR Specialist who scans it to the employee’s folder in the Medical & Related section and then shreds the document.

Medical Work Related Documents
Original document is sent to FSD HR Specialist who scans it to the employee’s folder in the Medical and Related section and then sends original document to BCN.

Drug and Alcohol Related Documents
Original document is sent to FSD HR Specialist who scans it to the employee’s folder in the Drug and Alcohol Testing section and then sends the original addressed to Risk Management and BCN.

IMPLEMENTATION

SOP – 011
Server Personnel Folder Archiving
Revised June 20, 2016
The Director, Administrative Services and the Senior Director(s) are responsible for the implementation of this SOP within respective area(s) of responsibility.

TRAINING

All supervisors and FSD HR staff shall receive training on this SOP within 60 days of employment. Supervisors will ensure regular review of and compliance with the SOP.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.