

## **Don't put that in there!**

### **The simple HR error that could cost you a lawsuit!**

Let's face it – dealing with employee paperwork isn't always fun. Yet dealing with it haphazardly or in the wrong way could be painful or even fatal to a small business like yours. You need to be sure you're not ignoring regulations or inadvertently breaking a local, state, or federal law. One simple mistake that can get your business into hot water is what's acceptable and necessary to have in an employee's personnel file and what should never be included. Use this simple guide to make sure you know just how to separate the documentation you have correctly!

Things that SHOULD be included:

- Job application and/or resume
- Offer recap document
- Letters of recommendation
- IRS Form W-4
- Performance evaluations
- Training completion documentation
- Emergency contact forms
- Disciplinary warning and/or disciplinary actions

Things that should NOT be included:

- Medical information. Keep this in a separate file -- and limit access
- I-9 Forms. These forms belong in a separate file available for government review, separate from other, personal employee information
- Any other unnecessary or unofficial material

In a nutshell, if the document does not directly relate to the employee's job performance or qualifications, it doesn't belong in his or her personnel file.

Learning the rules regarding what documents should and should not go into personnel files can be tricky, but fortunately with an HR company like McCloskey Partners by your side, applying and adhering to these rules is easier than ever. We can guide you through the process of reviewing, updating and educating your staff on current rules and regulations regarding forms and documentation. Don't risk a lawsuit – let us get you compliant today so you're ready for business tomorrow!

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