



- 222.01 Supervisors shall create and maintain a Work Performance File for each Department member assigned to their commands.
- 222.02 A Work Performance File shall consist of a manila folder containing the following information:
- A. The name of the Department member (on the folder);
 - B. Monthly activity reports, submitted by the employee;
 - C. Work performance sheets, submitted by the supervisor;
 - D. Miscellaneous papers (e.g., CPRs, commendations, reprimands, etc.) that depict an employees work performance.
- 222.03 Entries in the Work Performance File should be reflective of an employees efforts for the appraisal year only, and should include both positive and negative comments. If outside information is to be noted in the Work Performance File (e.g. complaints or commendations from citizens), the employee should be verbally notified by his or her supervisor, regarding the entry of such information.
- 222.04 Each supervisor will keep Work Performance Files secured in his or her office. Employees have the right, to review their files whenever they desire, and shall be encouraged to do so. When an employee reviews his or her file, a notation should be placed onto the work-performance sheet and initialed by the employee and his or her supervisor.
- 222.05 Contents of a Department members Work Performance File shall be kept together after the member has received his or her annual Performance Appraisal (PA). This material, along with a copy of the PA just completed, will be placed in the back of the employees Work Performance File and purged after the next annual PA.
- 222.06 Any file items the supervisor or employee deem noteworthy should be forwarded to the Fiscal-Affairs Section of the Administrative-Services Bureau to be made a part of the employee's Permanent Work-File. An employee must be notified before any record can be forwarded to the Permanent Work-File.
- 222.07 When an employee is transferred or promoted to a new assignment, the Work Performance File should be forwarded to his or her new supervisor.
- 222.08 Disputes regarding Work Performance File entries should be addressed to the Bureau Commander of the supervisor who originally made the entry.