

# General Information



(This page intentionally left blank.)

# Table of Contents

---

- A. Background Information on Every Student Succeeds Act (ESSA) .....1
  - Title II – Preparing, Training, and Recruiting High Quality Teachers,  
Principals, or Other School Leaders.....2
- B. Delaware Department of State School District General Records Retention  
Schedule: Personnel Records .....7

(This page intentionally left blank.)

## A. Background Information on Every Student Succeeds Act (ESSA)

### Reauthorization of the Elementary and Secondary Education Act (No Child Left Behind Act, NCLB)

In December, 2015, the Elementary and Secondary Education Act, also known as the No Child Left Behind Act, was reauthorized as the Every Student Succeeds Act.

The transition to the law occurs over the next several years. The Act takes effect in August, 2016.

The Act eliminated the “highly qualified” teacher requirement that existed under NCLB. The ESSA replaced that requirement with the following requirements:

- School districts must describe how they will identify and address any disparities that result in students from low-income families and students of color being taught by ineffective, inexperienced, unqualified, or out-of-field teachers at high rates than other students.
- School districts must have mechanisms to notify parents regarding the professional qualifications of their child’s teacher **beginning school year 2016**.
- States must collect and publicly report on these disparities.
- State plans must describe how students from low-income families and students of color will not be served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers.
- States may use federal professional development funds to increase access to effective teachers for students from low-income families and students of color.

## Title II - Preparing, Training, and Recruiting High Quality Teachers, Principals, or Other School Leaders

Title II provides the state education agency and local school districts with funds to improve the quality of teaching and principal leadership through recruitment, teacher training and professional development, and class size reduction.

### Part A - Supporting Effective Instruction

#### Section 2102. Subgrants to Local Educational Agencies (LEAs)

**Under Section 2103(b). Local Uses of Funds, Allowable LEA-level activities may include:**

- (A) Developing or improving a rigorous, transparent, and fair evaluation and support system for teachers, principals, or other school leaders that –
  - Is based in part on evidence of student achievement, which may include student growth; and
  - Shall include multiple measures of educator performance and clear, timely, and useful feedback to teachers, principals, or other school leaders;
- (B) Developing and implementing initiatives to assist in **recruiting, hiring**, and retaining effective teachers, particularly in low-income schools with high percentages of ineffective teachers and high percentages of students who do not meet the challenging State academic standards to improve within-district equity in the distribution of teachers, such as initiatives that provide –
  - Expert help **in screening** candidates and enabling **early hiring**;
  - Differential and incentive pay for teachers, principals, or other school leaders in high-need academic subject areas and specialty areas, which may include performance-based pay systems;
  - Teacher, paraprofessional, principal, or other school leader advancement and professional growth, and an emphasis on leadership opportunities, multiple career paths and pay differentiation;
  - New teacher, principal or other school leader induction programs;
  - A system for auditing the quality of evaluation and supporting systems.
- (C) **Recruiting** qualified individuals from other fields to become teacher, principals, or other school leaders, including mid-career professionals from other occupations,

former military personnel, and recent graduates of institutions of higher education with records of academic distinction who demonstrate potential to become effective teachers, principals, or school leaders;

- (D) Reducing class size to a level that is evidence-based, to the extent the State (in consultation with local education agencies in the State) determines that such evidence is reasonably available, to improve student achievement through the recruiting and hiring of additional effective teachers;
- (E) Providing high-quality, personalized professional development that is evidence-based, to the extent the State (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, for teachers, instructional leadership teams, principals, or other school leaders that is focused on improving teaching and student learning and achievement, including supporting efforts to train teachers, principals or other school leaders to –
  - effectively integrate technology into curricula and instruction (including education about the harms of copyright piracy);
  - use data to improve student achievement and understand how to ensure individual student privacy is protected, as required under section 444 of the General Education Provisions Act (commonly known as the ‘Family Educational Rights and Privacy Act of 1974’) (20 U.S.C. 1232g) and State and local policies and laws in the use of such data;
  - effectively engage parents, families, and community partners, and coordinate services between school and community;
  - help all students develop the skills essential for learning readiness and academic success;
  - develop policy with school, local educational agency, community, or State leaders; and
  - participate in opportunities for experiential learning through observation.
- (F) Developing programs and activities that increase the ability of teachers to effectively teach children with disabilities, including children with significant cognitive disabilities, and English learners, which may include the use of multi-tier systems of support and positive behavioral intervention and supports, so that such children with disabilities and English learners can meet the challenging State academic standards;
- (G) Providing programs and activities to increase –

- the knowledge base of teachers, principals, or other school leaders on instruction in the early grades and on strategies to measure whether young children
- are progressing; and
- the ability of principals or other school leaders to support teachers, teacher leaders, early childhood educators, and other professionals to meet the needs of students through age 8, which may include providing joint professional learning and planning activities for school staff and educators in preschool programs that address the transition to elementary school;
- (H) Providing training, technical assistance, and capacity-building in local educational agencies to assist teachers, principals, or other school leaders with selecting and implementing formative assessments, designing class- room-based assessments, and using data from such assessments to improve instruction and student academic achievement, which may include providing additional time for teachers to review student data and respond, as appropriate;
- (I) Carrying out in-service training for school personnel in—
  - the techniques and supports needed to help educators understand when and how to refer students affected by trauma, and children with, or at risk of, mental illness;
  - the use of referral mechanisms that effectively link such children to appropriate treatment and intervention services in the school and in the community, where appropriate;
  - forming partnerships between school-based mental health programs and public or private mental health organizations; and
  - addressing issues related to school conditions for student learning, such as safety, peer interaction, drug and alcohol abuse, and chronic absenteeism;
- (J) providing training to support the identification of students who are gifted and talented, including high- ability students who have not been formally identified for gifted education services, and implementing instructional practices that support the education of such students, such as—
  - early entrance to kindergarten;
  - enrichment, acceleration, and curriculum compacting activities; and



- dual or concurrent enrollment programs in secondary school and postsecondary education;
- (K) supporting the instructional services provided by effective school library programs;
- (L) providing training for all school personnel, including teachers, principals, other school leaders, specialized instructional support personnel, and paraprofessionals, regarding how to prevent and recognize child sexual abuse;
- (M) developing and providing professional development and other comprehensive systems of support for teachers, principals, or other school leaders to promote high-quality instruction and instructional leadership in science, technology, engineering, and mathematics subjects, including computer science;
- (N) developing feedback mechanisms to improve school working conditions, including through periodically and publicly reporting results of educator support and working conditions feedback;
- (O) providing high-quality professional development for teachers, principals, or other school leaders on effective strategies to integrate rigorous academic content, career and technical education, and work-based learning (if appropriate), which may include providing common planning time, to help prepare students for postsecondary education and the workforce; and
- (P) carrying out other activities that are evidence-based, to the extent the State (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, and identified by the local educational agency that meet the purpose of this title

**For more information refer to:**

U.S. Department of Education, Laws & Guidance, Elementary and Secondary Education, Every Student Succeeds Act

Web site: <http://www2.ed.gov/policy/elsec/leg/essa/index.html>

(This page intentionally left blank.)

**B. Delaware Department of State School District General  
Records Retention Schedule: Personnel Records**

(This page intentionally left blank.)

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
GSP-001	<p><b>UNSUCCESSFUL APPLICATIONS FOR EMPLOYMENT</b></p> <p>Contain original applications for employment, as well as resumes, DD214, transcripts, and letters of commendation or recommendation.</p> <p>NOTE: Applications of persons hired by an agency should be retained in the Departmental Personnel Record (See GSP-004A).</p>	Record Copy	District Personnel Office	CONF.	THREE YEARS OR FINAL DISPOSITION	<p>Retain at agency 3 yrs. or through final disposition of charges of discrimination or legal action; destroy. (29 DE Code, Section 10002; 29 CFR 1602, 1627.3)</p> <p>Department of Education (DOE-250012 02/06) Instructions and Procedures for completion of a Civil Rights On-Site compliance Review</p> <p>Updated: 2008</p>
GSP-002	<p><b>JOB ANNOUNCEMENT POSTINGS</b></p> <p>Contain description of job position; qualifications; salary; job location; and opening and closing dates.</p>	Record Copy Info Copy	District/ Local School Office		THREE YEARS OR FINAL DISPOSITION	<p>Retain 1 copy at agency 3 yrs. after closing date or through final disposition of charges of discrimination or legal action; destroy. Retain copies at agency through closing date; destroy. (29 CFR 1627.3)</p> <p>Department of Education (DOE-250012 02/06) Instructions and Procedures for Completion of a Civil Rights On-site compliance Review</p> <p>Updated 2008</p>
GSP-003	<p><b>LISTING OF AUTHORIZED POSITIONS (LAP)</b></p> <p>Job #P10C0404 Report listing budgeted positions; pay grade class code; name; and SSN by state agency. Generated each pay cycle.</p>	Info Copy Record Copy	District Office/Local School Dept. of Finance	CONF. CONF.	REPLACE AS UPDATED REPLACE AS UPDATED	<p>Replace as updated. (29 CFR 516, 1620, and 1627.3)</p>

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
<b>GSP-004</b>	<b>PERSONNEL RECORD, DEPARTMENTAL</b>  Master personnel record for each employee established and maintained by the appointing authority of each agency.	Record Copy	District Personnel Office	CONF.	<b>FIFTY YEARS AFTER TERMINATION</b>	Retain at agency 3 yrs. after termination; successful audit; purge per approved purging list (See page 35); transfer to State Records Center for 47 yrs.; destroy.  (29 DE Code, Section 10002; CFR 516, 1602, 1620 and 1627; DE Code Title 14 Education 700 Finance and Personnel; section 716.  Updated: 2008

**NOTE:** These records are to be maintained for a period not less than 50 years. Such records include, but are not limited to, annual salaries, sick leave, and vacation information. For retention instructions on documents not listed, see individual school district records retention schedules.

**A. SUCCESSFUL APPLICANTS**

Application of person hired by an agency. May include resume, DD214, transcripts, and letters of commendation or recommendation.

Record Copy      District Personnel Office      CONF.      **FIFTY YEARS**      Retain in Departmental Personnel Record (GSP-004). (29 DE Code, Section 10002)

**B. REQUESTS FOR LEAVE**

Employee's individual requests for leave with pay for annual, sick, compassionate, military, educational or compensatory leave or leave without pay.

Info and Record Copy      District Personnel Office/ Local School      CONF.      **SEE RETENTION INSTRUCTIONS**      Transfer information to Cumulative Attendance and Leave record (GSP-004C); successful audit; purge individual requests. (29 DE Code, Section 10002)

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
	<p><b>C. ATTENDANCE AND LEAVE, CUMULATIVE</b></p> <p>Attendance cards or forms used to record employee attendance and leave data for an annual or biennial period. Usually in the form of a calendar for each employee, which shows days, annual/sick, leave earned and taken each month, total leave accumulated and similar related information. NOTE: Does not include Attendance Sheets, Time Entry Reports (See GSP-008).</p>	Record Copy	District Personnel Office	CONF.	FIFTY YEARS AFTER TERMINATION	Retain at agency until card or form is filled or employee terminated; place in Departmental Personnel Record (GSP-004).
	<p><b>D. BENEFITS</b></p> <p>File contains authorizations for benefits (health/life insurance, blood bank, credit union, savings bonds, etc.) acquired or waived by state employees.</p>	Record Copy	District Personnel Office	CONF.	FIFTY YEARS AFTER TERMINATION	Retain initial and most recent version of each form in Departmental Personnel Record (GSP-004).
	<p><b>E. EMPLOYEE CONTRACT FILES</b></p> <p>Documents relate to employment agreements between school boards and designated professional employees.</p>	Record Copy	District Personnel Office	CONF.	FIFTY YEARS AFTER TERMINATION	Retain at agency until termination; transfer to Departmental Personnel Record (GSP-004). (14 DE Code, Section 1094)
	<p><b>F. RECOMMENDATIONS/ COMMENDATIONS</b></p> <p>Letters of appreciation/commendation of employee's performance.</p>	Record Copy	District Personnel Office	CONF.	TERMINATION OF EMPLOYEE	Retain in Department Personnel Record (GSP-004) until employment termination, return to employee. (29 DE Code, Section 10002)

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSP-005	PERSONNEL RECORD, SUB-DEPARTMENTAL  Sub-departmental personnel record may contain the same information as the departmental record. Maintained for informational purposes.	Info Copy	District Personnel Office/Local School	CONF.	TERMINATION OF EMPLOYEE	Retain at agency until employment termination; transfer to central Personnel Office for comparison and purging; destroy.
GSP-006	SUBSTITUTE/TEMPORARY PERSONNEL FILES  Documents relate to employment of persons who accrue no retirement benefits as a result of employment. May include the following: applications, tax forms, transcripts, certificates, related documents, and correspondence.	Info and Record Copy	District Personnel Office/ Local School	CONF.	FIVE YEARS	Retain at agency 5 yrs; destroy.  Updated: 2008
GSP-007	GRIEVANCES  Record of employee's dissatisfaction with working conditions. Include reason for action, evidence against agency, responses, and results of hearings.	Record Copy	District Personnel Office	CONF.	THIRTEEN YEARS	Retain at agency 3 yrs.; transfer to State Records Center for 10 yrs.; final disposition of charges; destroy.  NOTE: Grievances should not be kept in Departmental Personnel Record, but in a separate file.
GSP-008	ATTENDANCE SHEETS; TIME ENTRY REPORTS  Daily record of employee hours worked.	Info and Record Copy	District Personnel Office/Local School	CONF.	THREE YEARS; SUCCESSFUL AUDIT	Retain at agency 3 yrs.; successful audit; destroy.  (29 CFR 516 and 1627)
GSP-009	WORKER'S COMPENSATION FILES  Document incidents of state employees injured on the job or in the line of duty. May include personal injury reports; vehicle accident reports; invoices; doctor and medical bills; police reports; and correspondence.	Record Copy	District Personnel Office/ Dept. of Labor	CONF.	SIX YEARS	Retain at agency 6 yrs.; destroy.  NOTE: Notice to parties once file has been closed 5 yrs. it will be retained one yr. after closure and destroy.



**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
GSP-010	<b>AFFIRMATIVE ACTION FILES</b>  Correspondence, reports, plans, and related affirmative action materials.	Info and Record Copy	District Personnel Office/Local School		<b>PERMANENT</b>	Retain at agency 5 yrs.; transfer to the Delaware Public Archives for permanent preservation. (29 CFR 1602)
GSP-011	<b>COLLECTIVE BARGAINING RECORDS</b>  Contracts correspondence, and details of negotiations.	Info and Record Copy	District Personnel Office		<b>TEN YEARS; SUCCESSFUL AUDIT</b>	Retain at agency 10 yrs.; successful audit; destroy.
GSP-012	<b>EMPLOYEE IDENTIFICATION CARDS/BADGES</b>  Proof of employment with a state agency, showing name, agency, job title, and picture.	Info and Record Copy	District Personnel Office/Local School		<b>TERMINATION OF EMPLOYEE</b>	Retrieve from employee upon termination of employment; destroy.
GSP-013	<b>FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE</b>  Copies of reports of injury and/or occurrences involving employees which do not result in worker's compensation claim and are not a part of the Departmental Personnel Record (GPR-004).	Info and Record Copy	District Personnel Office/Local School	<b>CONF.</b>	<b>FIVE YEARS</b>	Retain at agency 5 yrs.; destroy.
GSP-014	<b>MATERIAL SAFETY DATA SHEETS(MSDS)</b>  Contain an MSDS for each hazardous substance, which has been identified on the chemical Information Lists (GSP-015). Each MSDS reflects information provided by the manufacturer of the substance.	Info and Record Copy	District Personnel Office/Local School		<b>PERMANENT</b>	Retain at agency 5 yrs.; transfer to the Delaware Public Archives for permanent preservation.  (16 DE Code, Ch.24;29CFR 1910)
GSP-015	<b>CHEMICAL INFORMATION LISTS (CIL)</b>  Lists containing names of chemicals used or stored in or near work areas.	Info and Record Copy	District Personnel Office/Local School and DNREC		<b>PERMANENT</b>	Retain at agency 5 yrs.; transfer to the Delaware Public Archives for permanent preservation.  NOTE: List to be updated as necessary, but not less than once a year. (16 DE Code, Ch. 24; 29 CFR 1910)

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
GSP-016	<b>RIGHT-TO-KNOW HAZARDOUS CHEMICALS TRAINING PROGRAM RECORDS</b>  Include dates of training sessions given to employees and list of protective equipment issued to employees handling hazardous chemicals.	Info and Record Copy	District Personnel Office/Local School		PERMANENT	Retain at agency 5 yrs.; transfer to Delaware Public Archives for permanent preservation.  (16 DE Code, Ch. 24; 29 CFR 1910)
GSP-017	<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION EEO5 REPORTS</b>  Collection of employment data of public elementary and secondary school systems and annexes. Include Local School Report (Form 168B or equivalent and related correspondence).	Info and Record Copy	District Personnel Office		THREE YEARS	Retain current EEO5 report at agency 3 yrs. after submission; destroy. (29 CFR Section 1602.39)
GSP-018	<b>EMPLOYEE SALARY SCHEDULES</b>  Documents record employee salary schedules. Include state salary schedule and local supplemental salary schedule.  NOTE: State salary schedule (Handbook of Personnel Administration for Delaware School Districts) is updated annually and maintained permanently by Dept. of Education via Delaware Documentation.	Info and Record Copy	District Personnel Office		PERMANENT	Maintain permanently at agency.

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSP-019	<b>EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (FORM I-9)</b>  Forms establishing citizenship status of new state employees for any person hired after November 6, 1986.	Info and Record Copy	District Personnel Office	CONF.	SEE RETENTION INSTRUCTIONS	Retain at agency 3 yrs. after date of hire, or 1 year after termination of employment, whichever is later; successful audit; destroy. (8 CFR 274a2)
GSP-020	<b>PAR-1 FILES</b>  Contain PAR-1 to establish, transfer, reclassify, change or abolish positions; analyst notes; organizational charts; etc.	Record/Info Copy	District Personnel Office	CONF.	SEE RETENTION INSTRUCTIONS	Retain original in employee personnel file after information has been verified and entered into the PHRST system.  Updated 2010
GSP-021	<b>MEDICAL RECORDS</b>  Documentation of employee's medical conditions, requirements, and circumstances. May include medical reports; testing; i.e. TB testing and results, flu vaccination; physician; hospital and lab billings; correspondence, etc.	Record Copy	District Personnel Office	CONF.	SEE RETENTION INSTRUCTIONS	Retain at agency 50 yrs. after termination; destroy. (29 CFR 1910.1020)  NOTE: If duplicates are maintained in separate locations: Upon termination, forward all documentation to agency personnel office for comparison and purging.
GSP-022	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) SHEETS</b>  Tear-off portion of application voluntarily completed by applicants denoting race, birth date, gender, social security number, disabilities and position sought.	Record Copy	District Personnel Office	CONF.	SEE RETENTION INSTRUCTIONS	Retain at agency 1 yr.; destroy.  (29 DE Code, Section 10002; 29 CRF 1620, 1627.3)

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
PERSONNEL RECORDS**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
GSP-23	<p><b>ADVERTISING AND RECRUITMENT FILES</b></p> <p>May contain the following but not limited to: copies of published notification sent to the media, individuals and other recruitment services which contain the institution's policy of nondiscrimination, and listing of all advertising and recruitment sources for filling present or future vacant job positions.</p>	Info and Record Copy	District Personnel Office		THREE YEARS	<p>Retain at agency 3 yrs.; or through final disposition of charges of discrimination or legal action; destroy.</p> <p>Department of Education (DOE-250012 (02/06): Instructions and Procedures for Completion of a Civil Rights On-Site Compliance Review</p> <p>Updated: 2008</p>
GSP-024	<p><b>INTERVIEW DOCUMENTATION</b></p> <p>May contain the following but not limited to: copies of tests, structured interview questions and procedures used for screening applicants, and explanation of scoring process if applied and/or ranked.</p>	Info and Record Copy	District Personnel Office/Local School		THREE YEARS	<p>Retain at agency 3 yrs. or through final disposition of charges of discrimination or legal action; destroy.</p> <p>Department of Education (DOE-250012(02/06): Instructions and Procedures for Completion of a Civil Rights On-Site Compliance Review</p> <p>Update: 2008</p>

**PURGE LIST  
DEPARTMENTAL PERSONNEL RECORD GSP-004  
TERMINATED EMPLOYEE RECORDS**

<b>TO BE RETAINED</b>	<b>TO BE DISCARDED</b>
<ol style="list-style-type: none"> <li>1. One copy of each Personnel Transaction (PT-1) and Personnel Action Request (PAR3, PAR4, and PAR34)</li> <li>2. Cumulative yearly attendance and leave record</li> <li>3. One copy of application for each position held</li> <li>4. Appointment letters/employment notifications</li> <li>5. Correspondence pertaining to leave, donated leave, promotions, appointments, etc.</li> <li>6. Copy of Social Security card</li> <li>7. Security clearances:               <ul style="list-style-type: none"> <li>Criminal Background checks</li> <li>Child Protection Registry</li> </ul> </li> <li>8. Copies of benefits (health insurance, dental, credit union, etc.)</li> <li>9. Termination/resignation notice</li> <li>10. Pension application</li> <li>11. Pension withdrawal form</li> <li>12. Employee contract</li> <li>13. Last 5 Employee Performance Reviews</li> <li>14. Course credits/certifications</li> <li>15. Chemical information list</li> <li>16. Exit interview</li> </ol>	<ol style="list-style-type: none"> <li>1. Duplicate PT-1s, PARs</li> <li>2. Individual leave requests (not yearly leave record)</li> <li>3. W-4 tax form</li> <li>4. Wage attachments</li> <li>5. Disciplinary actions</li> <li>6. Employee reviews prior to the last (5) appraisals</li> <li>7. Recommendations/commendations (return to employee)</li> </ol> <p style="margin-top: 20px;">Updated: 2008</p>

(This page intentionally left blank.)