

## SUPERVISORY FILE – GENERAL GUIDANCE

A Supervisory File is a collection of documents and records (physical, electronic, or email) maintained by a supervisor about an employee. It is not an official personnel file and is used for day-to-day management. Its purpose is to help supervisors manage and evaluate employees by tracking performance, workplace issues, feedback, and assignments.

Supervisory files should be kept **secure and confidential**, either at the supervisor’s worksite, electronically, or in Workday by using the [document type](#) “Supervisory – Supervisory Files”. Employees may generally review their supervisory file upon request.

Information in the supervisory file should be limited to what is necessary for effective supervision. Information must be purged from the supervisory file in accordance with the appropriate retention schedule.

**The following provides guidance on items that may be included in a supervisory file.**

Content	Comments
Copy of current position description	If not in Workday
Expectations provided to the employee	Individual or group; whether in memo, email, or verbal
Notations of meetings with employee on performance	Both positive reinforcement and corrective or re-directional
Communications (letter, email, etc.) received regarding performance or interactions	Both positive and constructive, keep until you share with employee and/or incorporate into PAF check-in
Copy of Family Medical Leave (FMLA/OFLA) or Paid Leave Oregon letters	This will give you dates of leave and do not contain medical information; and should be purged ones the leave has concluded
Brief notation of any current workplace restrictions and dates of expected absence	Not to include any medical documents; remove/purge as soon as they return or no longer have restrictions
Attendance records	
Work assignments and associated deadlines	

**The following outlines the items that should be in Workday and not be included in a supervisory file.**

Content	Comments
Copy of disciplinary action	This should be kept in Workday and purged in accordance with policy and/or collective bargaining agreement
Copy of any medical information or documentation	This should be kept only in the medical file in Workday