

Reference: HUMAN RESOURCES
Section: EMPLOYMENT PRACTICE
Title: EMPLOYEE PERSONNEL FILES
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I. PURPOSE

The purpose of this policy is to state the types of information pertaining to employees of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") which should be forwarded to the Human Resources Department.

II. POLICY

Copies of all disciplinary notices, complaints, commendations, and grievance or incident reports regarding employees must be immediately forwarded to Human Resources.

This information is an essential part of each employee's personnel file, which the Human Resources Department has a responsibility to maintain.