

SAMPLE

Information That Should Not Go Into a Supervisor's File

Employees sometimes give you private information that you should not retain in your supervisor's file. It is your obligation to keep confidential information confidential. If an employee sends you something that contains confidential information that was either more than you asked for or is not appropriate to retain, you may discard it consistent with your records retention policy. If the employee is having on-going problems that you are documenting, retain this documentation with any other relevant and appropriate documentation you retain in your supervisor's file. Because the supervisor's file has personnel information, it should be stored in a secure area. Below are a few examples of notes that you would not want to retain in your supervisor's file.

- My mom has cancer and I need to be able to work flexible hours so that I can take her to her chemotherapy appointments. I will keep you informed of these appointments. Thank you for your consideration.
- I need to accompany my minor son to court. He was wrongfully accused of rape. There was an incident last weekend that did not go well. I don't know how many times I will have to go, but will keep you informed and provide as much notice as I can.
- I need to take off every Tuesday at 3:00 to attend family counseling. My wife told me last night she was going to leave me if I didn't attend. Things at home have not been good.
- I need a reasonable accommodation. My vision is getting worse and I am having trouble seeing my computer. I have attached my medical note that explains everything.