

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
COUNSELING DOCUMENTATION (Goal setting, performance standards and expectations)	Management Desk File	Manager/Supervisor Associate Director PPD H R Staff	N/A
DISCIPLINE: ORAL WARNINGS	Management Desk File	Manager/Supervisor Associate Director PPD H R Staff	N/A
DISCIPLINE: WRITTEN	Management Desk File Discipline File UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office ▪PPD H R to UNM H R Department ▪PPD H R to Discipline File
DISCIPLINE: SUSPENSION, TERMINATION	Management Desk File Discipline File UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office ▪PPD H R to PPD Director ▪PPD H R to UNM H R Department ▪PPD H R to Discipline File
PERFORMANCE APPRAISALS	Management Desk File PPD Human Resources Office UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Manager ▪H R Manager to UNM H R Department ▪Copy to PPD H R Office
TOOL CHECKOUT LIST	Management Desk File PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office

**Standard Personnel File access includes the director, associate director, manager, supervisor, PPD H R staff, PPD Payroll staff, and the employee. (An employee may look at their Personnel File in the presence of his/her manager or supervisor.)*