

# PERSONNEL FILE BOX/DRAWER

Daniel's store managers are required to have locked PERSONNEL FILES for all current employees working in the store. These files may be located in a separate locked file box or in a locked drawer of the manager's desk.

The following documents are to be kept in the Employee Personnel File box/drawer:

- 1) Employee's SALES QUOTA PERFORMANCE SUMMARY  
(see *Quota chapter*)

If an associate transfers to another Daniel's store location, their Performance Summary sheet should be sent to the new store manager. If the associate's employment with the company is terminated for any reason, the Performance Summary sheet should be sent to SMC, Attn. Payroll.

- 2) Manager's new hire forms and associated paperwork  
(see *New Hire Procedures chapter*)
- 3) Copies of completed Employee Change of Status forms  
(see *New Hire Procedures chapter*)
- 4) Quota Setting Worksheets  
(see *Quota chapter*)