



City of Joliet

150 West Jefferson Street
Joliet, IL 60432

Memo

File #: TMP-6020

Agenda Date: 6/16/2023

TO: Mayor and City Council

FROM: Rod Tonelli, Interim City Manager

SUBJECT:
Employee Files

BACKGROUND:

1. Purpose: Audit, purge and digitize all employee files.

2. Facts:

- a) Employee files are required to hold certain documents. Some documents and information are to be kept separately, outside of an employee's file.
- b) Digitizing files will provide consistency in both content of folders as well as access for various purposes (i.e., audits, FOIAs, etc.) Access can be provided by HR as needed.
- c) File digitization remains in compliance with Department of Labor regulations.
- d) Some documentation has already been separated from files, if required. Files have been sorted alphabetically by active/inactive status and boxed/destroyed if possible.
- e) HR and IT have met with potential vendors and a vendor has been chosen and approved by council. Meetings will be held in the upcoming weeks to discuss next steps.
- f) CDI is currently working with HR to scan in files.