

# Outlook on Business



## DOING BUSINESS

R.M. WILLIAMS

(NC) — As your business begins to grow, a well-maintained system of personnel record-keeping probably will become an important management tool.

In large corporations, full departments are employed to keep track of such personnel concerns as recruiting, training, staff planning, salary administration, and benefit plans. The average small business probably won't need to maintain such a wide variety of files, but certain key records are all important.

### Files are important

There are two types of personnel files you may want to keep for your own business:

1. Personal files. Establish individual files to contain copies of all documents and correspondence relating to each of your employees. The first document in the file could be the employee's application form.

Other items to keep in the file could include employees' letters of reference, information required for workers' compensation and year-end taxation forms, vacation schedules, and records of absenteeism.

### Update your files

2. Employment records. Summarize each employee's personal data, including education and job and wage histories, on a card or sheet. If your company issues security passes or other identification, keep a photograph of each employee in the file.

Plan to update your employment records at least annually. You probably will want to file a written review of each employee's performance. At the same time, be sure to set up a personal meeting to review each employee's record and note his or her comments.

Whenever you hire, fire, relocate, or reassign employees within your company, add that information to your employment records. Similarly, keep track of all payroll transactions and any pay changes.

### Destroy old records

Maintain the records of former employees and unsuccessful applicants for a reasonable period.

## TDW, Baltimore Aircoil support UW

The United Way of Halton Hills has kicked off its corporate "Pacesetter Campaign" in two of Georgetown's leading industries. The annual campaign raises funds for local charities and "Pacesetter" industries are leaders of the way, demonstrating special commitment through their donations and en-

thusiasm. This year, organizers are hoping that all local corporations will rally to raise the target of \$23,000.

TDW Sales and Service, suppliers to the oil industry, was the number one industrial donor in last year's campaign and they're anxious to build on those results. Kathy Pearl,

coordinator of the employee canvass, is confident that close to 75 per cent of the TDW workforce will contribute.

Baltimore Aircoil, a larger corporation locally, is organizing two campaigns, one for the office staff headed by Marina Archer, and one in the plant.

In addition to donations made by employees, Baltimore Aircoil and many other local industries are making corporate pledges.

A corporate donation also demonstrates to a company's customers, workforce and other people that the firm makes special efforts to support the community in which they are located.

The theme of the United Way's industrial campaign is "United We Stand," and the people of TDW and Baltimore Aircoil are leaders in making it work.



Staff at TDW Sales and Service are solidly behind the United Way of Halton Hills. Last years staff were the number one industrial donor. About 75 per cent of the staff is expected to contribute to the campaign, which is being called, United We Stand. (Photo submitted)

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## Clothing Care Counselling

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The Drycleaners' Institute sends their members regular bulletins covering new fabrics, how to identify them, and how to process them. D.C.L.I. has regular meetings and annual seminars where members gain expert knowledge and experience from skilled instructors.

Why are some drycleaners better than others? Because they are better informed because they are members of D.C.L.I.



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