

[REDACTED]

From: [REDACTED]
Sent: Wednesday, November 24, 2021 4:33 PM
To: [REDACTED]
Subject: WebEx with Janine Gill

WebEx with Janine Gill
Janine Gill
Pat Pillegi
[REDACTED]

- [REDACTED]
- Has worked at Mar a Lago, Trump International, and Trump National since January 2, 2007
 - HR Director for all three
 - Works for Florida Properties Management, a/k/a Trump Florida Properties, which is the management company for the Trump Organization
 - HR Director – hiring, firing, benefits, workers comp, policies/procedures
 - Showed USVP1148. There are employment, payroll, medical, etc. files. Folders are filed together. Some of the older files like this one may only have two files
 - Mar-a-Lago normally keeps files for 7-10 years, but depends on the form and the document. Some older files that are in paper are kept longer. This one will be purged soon.
 - Also kept longer if Mar-a-Lago knows about litigation, but JG is surprised this one was kept – wouldn't have known it was in litigation
 - These files are still in the records
 - P. 8 – looks like memo from the former director to update information. Now employees update online or fill something out in person
 - P. 22 – personnel action notice. When someone is hired, manager puts information, rate, position. Don't use it for disciplinary. If there's a rate change, promotion, increases, etc. If someone wants to update their address, could do here. Manager fills out, submitted to HR, HR signs off, the managing director (i.e. general manager). Mar a Lago still uses the same form but doesn't go to department head anymore. JG doesn't have personal knowledge from the 2000s.
 - P. 26 – not currently in use. Pre-employment application
 - P. 30 – not currently in use. Not in use in when JG started.
 - P. 1 letter – not something JG has seen for line employees, but has seen one or two over the years
 - P. 63 – late forms
 - P. 64 – vacation request