

**Care At Home
Human Resources
Policy and Procedure**

Policy Title:	Employee Personnel Files		
Policy Number:	HR-010	Original Effective Date:	2/18/1998
Purpose:	To ensure that all required employee documents are collected and kept in a confidential manner.		

1. Policy:

1.1. RECORDS

- 1.1.1. Care at Home maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.
- 1.1.2. Employees have a right to inspect certain documents in their personnel file, as provided by law, in the presence of a company representative at a mutually convenient time. No copies of documents in the employee file may be made, with the exception of documents that have previously been signed by the employee. Employees may add comments to any disputed item in the file.
- 1.1.3. Personnel files are the property of Care at Home, and access to the information they contain is restricted. Care at Home will restrict disclosure of personnel files to authorized individuals. Generally, only supervisors and management personnel of Care at Home who have a legitimate reason to review information in a file are allowed to do so. Any request for information contained in personnel files must be directed to the Human Resources Director. Only the HR Director is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Care at Home will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.
- 1.1.4. Terminated employees who wish to review documents in their personnel file should also contact the Human Resources Office. With reasonable advance notice, they may review only those documents in their file with their signature. An appointment is required and should be made with the Human Resource Office. Documents are to be reviewed in the presence of the HR Director.

1.2. PERSONNEL DATA CHANGES

- 1.2.1. It is the responsibility of each employee to promptly notify Care at Home of any changes in personnel data. Personal mailing addresses, telephone numbers, professional license and certification information, auto

insurance, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Office immediately.

2. Definitions:

2.1. Personnel file is defined as papers, documents and reports, including electronic mail and facsimiles, pertaining to a particular employee that are used or have been used by an employer to determine such employee's eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action including employee evaluations or reports relating to such employee's character, credit and work habits.

3. Procedure:

- 3.1. Care at Home employee files contain:
- 3.1.1. Employee's job application
 - 3.1.2. Resume
 - 3.1.3. Records of training
 - 3.1.4. Documentation of performance appraisals and salary increases
 - 3.1.5. Applicable Licenses/certifications
 - 3.1.6. Reference check information
 - 3.1.7. Record of pre-employment interview
 - 3.1.8. Clinical competency checklist
 - 3.1.9. Performance Evaluations
 - 3.1.10. Orientation Documents
 - 3.1.11. Confidentiality Statements
 - 3.1.12. In-service/Continuing Education Documentation
 - 3.1.13. Separation Paperwork
 - 3.1.14. Criminal Background Check Information
- 3.2. Care at Home does not require copies of employee diplomas and transcripts, as the state of California requires this information to obtain a RN, LVN and CHHA license/certification. Care at Home requires that new hires and employees provide the agency with updated and unexpired licenses/certifications to continue employment with the agency. In addition, we use California's online verification system to insure that the license/certification are current and in good standing.
- 3.3. All employee health information is stored in a separate file
- 3.4. Employee I9 information is stored separately as required by law.
- 3.5. Employee files are created upon hire and updated as needed.
- 3.6. Personnel files are stored in locked filing cabinets.
- 3.7. File cabinets are kept open during business hours and locked at all other times.

4. Revision History:

REVISION DATE:	REVISION NOTES:
12/11/2009	Updated employee handbook policy added.
05/18/2010	Updated to include diploma & transcript policy.
06/22/12	Updated to reflect current practices.