

| | |
|--------------------------------------|-----------------------|
| POLICY AREA | Employment |
| TITLE OF POLICY | 3.02 Employee Records |
| REGULATORY REFERENCE (if any) | |
| EFFECTIVE/REVISED DATE | XX/XX/XXXX |

POLICY: [Name of AL] will keep an employee record for all paid employees. Employee records will be kept up-to-date and confidential.

PROCEDURE:

1. Employee records for each person will include:
 - Evidence of current professional licensure, registration, or certificate, if required
 - Records of all training and in-service education required and/or provided including record of competency testing as required.
 - Current signed job description, which includes qualifications, responsibilities, and identification of supervisors, if any
 - Documentation of annual performance reviews that identify areas of improvement needed and training needs.
 - For individuals providing Assisted Living services, verification that required health screenings for Tuberculosis (TB) have taken place and the dates of those screenings. (Recommended to keep medical information in a separate employee medical file)
 - Documentation of a completed criminal background study
 - Evidence that a reference check has been completed.
 - Verification of completed orientation and annual training and competency testing as required.
2. Other documents that may be included in an employee record include:
 - a. Completed employee application.
 - b. Resume (when provided)
 - c. Proof of I-9 compliance
 - d. Completed W-4
 - e. Verification that reference checks were completed prior to hire.
 - f. Record of annual training on A Workplace Accident and Injury Reduction (AWAIR) program
 - g. Record of HIPAA training upon hire
 - h. Record of Vulnerable adult prevention and reporting/ abuse and neglect prevention plan training
 - i. Information regarding employee benefits provided or elected.
 - j. Other records deemed appropriate.

Assisted Living Policy and Procedure Manual

3. Other documents that may be included in separate employee file with related health information:
 - a) Employee injury records, including any exposure to bloodborne pathogens.
 - b) Workers' compensation records
 - c) Any other health screenings required by infection control programs established.
 - d) Other applicable health records
4. Employee records are confidential and may be viewed only by persons authorized to have access to the information. Information released to other entities regarding current or terminated employees will be limited to verification of dates of employment, job classification and salary. This information will be released only with written authorization of the employee, except as required by law.
5. If applicable and appropriate [Name of AL] will provide employee training records completed by request, to the employee or applicable community, with the employee's permission.
6. Employee records will be retained for at least XXX after an employee, volunteer, or contractor ceases to be employed by, provide services at, or be under contract with [Name of AL].

SAMPLE POLICY