

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RC-900-C

TITLE: Personnel Files

EFFECTIVE DATE: 7/20/21

AUTHORIZED BY: Board of Trustees

Personnel files are kept in accordance with rules and regulations provided by OMHAS and other state and/or federal laws where applicable. All personnel files must include:

1. Emergency contact information, current address and telephone number
2. Hiring documents such as resume to include names and addresses of present and former employers with references
3. Job description
4. Verification of credentials from professional regulatory boards in Ohio
5. Letter of offer with signature of acceptance, which includes compensation, benefits, duties or responsibilities, immediate supervisor, job title, job description and start date
6. Previous and current training received
7. Performance evaluations, as well as all documentation relating to performance, including disciplinary actions and termination summaries (as applicable).
8. Drug screen as determined by the CEO.
9. And as deemed necessary for the position, an annual physical when indicated.
10. Personnel files are kept by the Agency for a period of 10 years after termination of employment.
11. Copy of Driver License and Automobile Insurance with a Driver's Abstract Report- A person with 6 or more points on his or her driving record is prohibited from transporting clients.
12. List of medication currently taking/prescribed
13. FBI and BCI results
14. Other forms deemed necessary by Supervisor/CEO

Personnel files are confidential and only authorized personnel will be allowed access to the files.

Authorized personnel include, Chief Executive Director, designated human resource personnel, and employee (only access to his or her personnel file through one of the identified individuals listed).

Personnel files are to be kept locked in the designated area at all times when the designated personnel are not working.

It is the responsibility of each employee to maintain an updated personnel file, which includes addresses, emergency contact information, telephone numbers, etc...