

Personnel Records

Policy:

Morgan Support Services shall, at a minimum, comply with all federal, state and local regulations pertaining to the content and retention of personnel files. Employee records shall be confidential, and only appropriate administrative staff and the employee will be given access to his/her file through Heartland Payroll.

Procedure:

All required personnel information and documentation will be kept electronically in Heartland Payroll. Older records and those few newer documents which original in paper form will be scanned and stored in Heartland Payroll over time and the original paper versions will be archived in the Records Management office. Personnel files shall be maintained for the employee's length of service and for the length of time as dictated by the Department of Health and Human Services Records Retention and Disposition Schedule. An electronic record of the employee's name, last known address, dates of employment and final rate of pay shall be maintained by the Executive Director for the purpose of fulfilling future employment verification requests.

For all employees, the file shall include but not be limited to:

- Application
- Resume (if applicable)
- Copy of current driver's license (or other legal ID)
- Copy of diploma or degree, along with Credential Verification form where applicable, and/or official transcripts
- Consent for background checks
- Reference Check forms
- Signed current job description
- Orientation acknowledgments
- Employee Handbook receipt
- Official Signature Page
- Statement of Understanding of and Compliance with Confidentiality
- Statement of Understanding of and Compliance with Code of Conduct
- North Carolina Health Care Personnel Registry check
- Federal Exclusion check
- Required training documentation (quiz results/certificates)
- Performance Appraisals

Direct care employee files shall also include documentation of:

- training in First Aid, CPR, and Bloodborne Pathogens
- training in North Carolina Interventions Plus (NCI+) or its qualified equivalent
- training in Medication Administration and Seizure Management
- assessment of core competencies
- Supervision Plans/Logs

Other documentation that shall be maintained in Heartland Payroll include:

- Employee emergency information
- Official signature page
- W-4
- NC-4
- I-9 form
- Current Person Specific Training documents

Any employee may review his/her own personnel file at any time through Heartland Hire.

Record Retention and Disposition

All personnel records will be retained and disposed of according to Record Retention and Disposition Policy 1.16 and Appendix E.