

PROCEDURE

Series: HR- Personnel Records COA: HR 7.01, RPM 5, 6
CFOP:

Procedure Name: Personnel Records
Procedure Number: HR 2216
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Applicable to: All Brevard Family Partnership Family of Agencies (BFP FOA) Staff, Applicants, Independent Contractors, Temporary Employees and Volunteers

PURPOSE: To ensure that personnel files and those of other related individuals are properly maintained with appropriate safeguards regarding access and confidentiality of Protected Health Information (PHI) and similar information that has restricted access.

References: Florida Statutes 119, HR 2205 – Human Resource Recruitment

Definitions

PROCEDURE:

BFP FOA staff:

1. Personnel records for BFP FOA employees are maintained by the Human Resources Manager or designee. These files are maintained in a secure electronic location with limited access.
2. The files are arranged according to the following protocol and identify those items that are minimally maintained in the employee's personnel file as follows:

Section 1 -Employment and Payroll Related Documentation:

- Emergency Contact Information
- Compensation reduction form (in chronological order)
- Employee Personnel Action Form (if any) identifying changes in employment status, position, location, rate of pay, other payroll related actions, etc.
- Offer letter
- Job Description
- New Employee Information Sheet for payroll input
- Wireless Agreement (if applicable)
- W-4 Form
- Direct Deposit form (if applicable)
- Resume
- Application
- Interview Guides
- Reference Checks

Section 2 – Signed Agreements:

- Affidavit of Good and Moral Character- Annually
- Security Agreements –Annually
- Attestation Form – Annually
- Conflict of Interest Form
- Handbook acknowledgement
- Acknowledgement of Additional Policies and Procedures on Website
- Auxiliary Aids Acknowledgement – Annually
- Adherence to System of Care Values and Principles Acknowledgment
- Insurance Acknowledgment Form (GOV-203)
- Whistleblower Acknowledgement - Annually
- Disaster Plan Acknowledgment - Anti-Harassment/FMLA combined Acknowledgment
- Communication Policy Acknowledgment
- Receipt of Keys IF APPLICABLE
- Insperity FL Employment Agreement

Section 3 – Education Records

- Diplomas/Certifications

Section 4 – Evaluations/Counseling

- Orientation Training and Transition Checklist if applicable
- Annual Review(s)
- Corrective Action(s)
- Performance Improvement Plans

3. The following items are maintained in a separate confidential file for each employee, which contains:

- FBI/FDLE results
- Screening Request
- Authorizations
- Background Results
- Local Sheriffs Results
- Sex Offender Check
- Worker's Compensation Forms (if any)
- Family and Medical Leave Requests
- Physician's Notes
- Benefit Enrollment or waiver forms
- Initial Motor Vehicle Report (MVR)
- Wage Garnishments
- Verifications of employment for credit or mortgage applications
- Any other personal and/or confidential information that is not job related
- Florida Inspector General Results

4. Separate electronic cabinets are maintained for Substance Abuse Policy Acknowledgement and drug testing results and for the I-9 forms with required E-Verify backup documentation. These are confidential binders and are maintained by the Human Resources Manager or designee in a secure location with limited access.
5. Training records are maintained electronically for each employee.
6. Annually DMV reports are conducted on each employee and these are retained in an electronic file for each year by agency. Each employee also provides annually proof of the state mandated insurance limit requirements which is maintained as well.

Temporary Employees:

1. Temporary staff who work for BFP FOA are subject to the same required background screenings as employees. These include the FBI and criminal background screenings, local law enforcement searches, a check of the National Sex Offender registry and upon their first day are provided the Substance Abuse Policy to read and sign an acknowledgement and then complete the required drug-testing procedure.
2. These individual files are also maintained by the Human Resources Manager or designee in a secure space with limited access.

Applicants:

1. All applications received and defined as “applicants” are maintained in the applicant tracking system file by position. These are maintained by the Human Resources Manager or designee in a secure area with limited access.
2. Once a position is filled and all applicants notified of the decision, the file is stored in a secure location with limited access and is maintained in accordance with the records retention procedure for the agency.

Independent Contractors:

1. Independent Contractors in direct service have contracts or rate agreements and these are maintained by the Contract Manager or designee.
2. These individuals are required to comply with all relevant Florida Statutes in terms of background screenings and related items.
3. These files are maintained by the Contract Manager or designee in a locked secure location with limited access.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
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Brevard Family Partnership Family of Agencies

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