

# **ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE PROCEDURE**

**Date Issued 01/24**

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<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0090
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Personnel Records		
<b>WRITTEN BY</b> Admin. Services Division	<b>REVIEWED BY</b> Jody Kruskie		<b>AUTHORIZED BY</b> Tracey Pingitore	

### **I. APPLICATION:**

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

### **II. PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) in alignment with employment laws and regulatory agency requirements shall maintain an individual personnel file for all temporary and regular full-time and part-time employees.

### **III. DEFINITIONS:**

None Available

### **IV. STANDARDS:**

- A. Employee may review his/her personnel file in accordance with the Bullard-Plawecki Employee Right to Know Act, Act #397 of Public Acts of 1978. The employee shall be responsible for any costs incurred for the copying of any information contained in these files requested in conformance with Act 397.
- B. Supervisory personnel shall be allowed to review program employee personnel file(s).
- C. Employee private information and medical information/documents are maintained in a separate confidential file.
- D. Employee education information and training information are maintained in separate files.

### **V. PROCEDURES:**

<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0090
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Personnel Records		

### **Personnel Secretary**

1. Keeps an active file for all employees according to the following Exhibit A: Personnel File Format - All Employees.
2. Checks personnel file to ensure requirements are met. Notifies supervisor of non-compliance as necessary.
3. Adds I-9 form, contents of confidential file, and contents of education/training file to the personnel file upon termination of an employee and transfers it to an inactive file.
4. Oversees employee reviewing the personnel file and logs in the file the date and length of time the personnel file was reviewed by the employee.

#### VI. REFERENCES:

- A. CARF Human Resources 1.I.9.

#### VII. EXHIBITS:

- A. Personnel File Format - All Employees

#### VIII. REVISION HISTORY:

Dates issued 06/88, 08/90, 01/93, 04/96, 08/98, 02/01, 08/02, 08/04, 08/06, 08/08, 08/10, 05/12, 07/13, 09/14, 09/15, 09/16, 09/17, 09/18, 09/19, 11/20, 11/21, 11/22.

## Personnel Filing

### **Blue Folder**

#### **Section I** (in order, most recent on top)

1. Original Letter of Hire
2. Application/Resume
3. New Employee Checklist
4. Training Worksheet
5. Orientation Worksheet
6. Initial Policy Review
7. Photo Consent
8. iPad Agreement
9. Personal Use of Cell Phone Acknowledgement
10. Other Required Consents

#### **Section II** (in order, most recent on top)

1. Orange Payoff Letter
2. Termination Letter/Resignation Letter/Property Receipt Record
3. Face Sheet (anything regarding position—i.e., letter of hire/transfer/reassignment, etc.—located behind face sheet)
4. Written Face Sheet
5. Letters of Temporary Employment/Assignment

#### **Section III** (in order, most recent on top)

1. Evaluations/FJTL
2. Letters of Probation

#### **Section IV** (in order, most recent on top)

1. Disciplinary/Employee Contact Note
2. Performance Recognition Letters
3. Policy Exception Requests
4. Grievance Papers
5. Requests for Review of Job Grade Level
6. Transfer Requests
7. Application Rejection Letters
8. Newspaper Clippings

**Section V** (in order, most recent on top)

1. General Correspondence—Hour increase/New Supervisor/Overnight Per Diem/IS Form/Everything Else
2. Flex Schedules
3. Jury Duty
4. Outside Employment
5. Time Sheet Memos
6. Social Security Opt Out Form
7. Tax Forms
8. Union Forms
9. United Way/Red Cross/CMH Forms
10. Military Papers
11. Educational Leave/Tuition Forms/Scholar's Edge

**Section VI** (in order, most recent on top)

1. License/Title/Certification

## Personnel Filing

### **Green Training Folder**

**Left Side** (in order, most recent on top)

1. Degrees
2. School Transcripts

**Right Side** (in order, most recent on top)

1. Privileging & Credentialing
2. CMH Transcripts
3. Corporate Compliance Forms
4. Children's 24 hour Training Forms
5. Certificates/All Other Trainings

## Personnel Filing

### **Red Confidential Folder**

#### **Left Side – Confidential Reports** (in order, most recent on top)

1. Written Letters of Reference
2. Telephone/Survey References
3. Reference Consent
4. Profile XT
5. Child Abuse Registration
6. Recipient Rights Background Check
7. Criminal Background Check
8. Criminal Background Check Consent
9. Recipient Rights Check
10. DOT Consent
11. Consent to Diagnosis Procedure & Release of Information Employee Notification
12. Driving Record
13. Benefit & Retirement Information
14. Enrollments
15. Banking Information/HSA Forms
16. Credit Check Report
17. Legal Actions
18. Verification of Employment
19. Liabilities for Doctors

#### **Right Side – Medical** (in order, most recent on top)

1. TB Results
2. Hepatitis Results
3. Doctor Notes
4. FMLA Reports
5. TB & Hepatitis Testing Consent
6. TB & Hepatitis Testing Declination
7. Drug Test Results