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|  PERSONNEL RECORDS  | NO. 408 |
| POLICY: A separate file is maintained on each employee. It is the policy of this organization that confidential personal information, such as employee telephone numbers, addresses and social security numbers, will not be released to any third parties without the employee’s specific written permission.PROCEDURE:This file will contain the following 3 sections:1. Personnel File\*

1. Application for employment or resume2. Records of previous training and experience to support placement in the assigned position.3. Record of training.4. Evaluations of work performance on a routine basis.5. Written reprimands, when given, for failure to follow facility policies.6. Record of orientation to facility.7. Record of yearly inservice attendance.8. Appropriate licenses or registration certificates.9. Copies of degrees or diplomas.10. Any applicable records in compliance with OSHA standards.11. "Special Policies" requiring employee signature:a. statement of confidentialityb. employee handbook receiptc. staff socializationd. orientation check list1. Benefits File

1. Summary of benefits2. Eligibility of enrollment information3. Changes in coverage4. Employee benefits history1. Payroll File

1. Salary history - merit wages2. Deductions and tax-information – payroll change forms, W-4, Illinois W-43. Garnishments4. Attendance5. Wage hour records |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |