



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

**Procedure Name:** Personnel Records  
**Procedure Number:** HR – 2216  
**Revision #/Date:** NA  
**Effective Date:** 9/04

**Applicable to:** All CBCB Staff

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**SUBJECT:** Personnel Records

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

**PROCEDURE:**

### References

Florida Statutes 119

### Overview

1. Personnel records for CBC of Brevard employees are maintained by the Chief Personnel & Administrative Officer or designee.
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 (2 pages)
- 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
- Conflict of Interest / Ethics Policies - Annually
- Receipt of keys
- Acknowledgement of HIPPA Privacy Practices
- Media Release Form Acknowledgement
- Acknowledgement of Receipt (updated policies)
- Anti-harassment Policy Acknowledgement
- Handbook Acknowledgement
- Employment Agreement (Administaff)

Section 3 – Education Records

- Staff Training Logs
- Training Certificates (Security Awareness, HIPAA and other training completed)
- Diplomas or College/University Transcripts if required

Section 4 – Evaluations/Counseling

- 90 day review(s)
- 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:

- Worker's Compensation Forms (if any)
- Background Screening Request and Authorization Forms
- FDLE Tracking Documentation
- FBI Results
- Family and Medical Leave Requests
- Physician's Notes
- Benefit Enrollment or waiver forms
- Motor Vehicle Report (MVR) Request Form
- Wage Garnishments
- Verifications of employment for credit or mortgage applications
- Any other personal and/or confidential information that is not job related

Separate binders are maintained alphabetically for Substance Abuse Policy Acknowledgement and drug testing results and another one is maintained for the I-9 forms with required backup documentation. These are confidential binders and are maintained by the Chief Personnel & Administrative Officer or designee.

ATTACHMENT: Personnel File Documents Checklist

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/24/09