

Cornerstone Behavioral Healthcare

HRM.7, HRM.8, HRM.11 & HRM.12): Personnel Files

HRM.7: Cornerstone BHC maintains a single personnel file for each employee, affiliate, student, and volunteer. These files are stored in a locked filing cabinet.

HRM.8: Personnel files shall include but are not limited to:

1. Resume which includes education, experience and training
2. Copies of all diplomas/degrees
3. Copy of current license/certification
4. Job description
5. Orientation checklist
6. Documentation of continuing education and training
7. Annual staff development plan
8. Performance evaluations
9. Dept. of Health & Human Services and State Bureau of Investigation checks
10. Acknowledgment of review of Rights of Recipient
11. Acknowledgment of receipt of personnel manual
12. Proof of automobile liability insurance (where applicable)
13. Proof of professional liability insurance (where applicable)
14. Copy of Malpractice Insurance (\$1-\$3Million)

Personnel Training Files will be kept separately.

HRM.11: An employee's file is confidential and may be accessed only by the following individuals:

1. The employee
2. The employee's supervisor
3. The Executive director or designee
4. Human Resources Department staff
5. Representatives of licensing and/or funding sources for the purpose of compliance reviews
6. Appropriate staff for the purpose of Quality Assurance

Periodic review and approval, at least once per year, of all personnel files by the Executive director, or his or her designee, will be conducted and completed for the purpose of assuring compliance with federal, state and local laws with particular regard for the Equal Opportunity Employment standards.

Any employee may review their personnel file during normal business hours in the presence of company designee within 10 days of submitting a request. The employee may not remove anything from the file. However, written comments about any of the material contained in the file may be submitted to the Executive director and at the request of the employee, will be added to the file. Requests to have any item permanently removed from the file must be in writing and submitted by the employee to the Executive director.

An employee is entitled once per calendar year to free copies of all material contained in their personnel file with the exception of background checks, letters of reference, information assembled for a criminal investigation, and information that might violate the privacy of other people. Information that is available to the employee from the personnel file may be released to other individuals only with the written consent of the employee or upon court issued subpoena. Cornerstone may charge a reasonable amount for copies resulting from an additional request within the same year.

HRM.12: All inactive personnel files shall be kept in a locked file cabinet and will be destroyed, in a manner that assures confidentiality, three years after the employee's termination date.


Executive Director/Date

Reviewed and revised: 12/13/10, FW; 05/27/15, LT