

Keeping Personnel Files Current

The practice maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. So that files are updated, have staff members report any of the following changes when they occur:

- a. Name
- b. Current address
- c. Telephone numbers for home and cell
- d. Employee acknowledgment form (found in your Staff Policy Manual)
- e. New Employee Check List
- f. Attendance record
- g. Salary history
- h. Copies of Performance Planning and reviews
- i. Growth Conference forms
- j. Continuing Education record
- k. Immunization record
- l. The signed employment application form:
 - Education and prior work experience
 - Prior work history
 - References
 - License verification (is applicable)
 - Copies of certificates of training
 - Test results to ascertain skill and potential job performance (if applicable)
 - Compliance with the Immigration Reform and Control Act (IRCA)
 - Results of a medical examination (if applicable)
 - Physical or other limitations
- m. Number of dependents (a new W-4 form must be completed for income tax withholding within 10 days of the change if the change results in a decrease in the number of dependents)
- n. Marital status
- o. Beneficiary designations for insurance, etc., if applicable
- p. Person(s) to notify in case of an emergency

It is recommended that personnel files be separated into two 2 individual folders.

Standard Reference File:

1. Employee acknowledgement form (found in your Staff Policy Manual).
2. New Employee checklist.
3. Signed job application.
4. Copies of licenses and or certifications.
5. Immunization Log.
6. Resume.
7. Attendance record.
8. Salary History.
9. Time sheets and pay records.
10. Continuing education log.
11. Practice property log (keys, computers, pagers, reference materials).
12. Copies of Performance planning and Review forms.
13. Growth Conference forms.
14. Employment contract.
15. Signed Different Capacity Pay forms.

Signed I-9 forms can also be filed here, however it is best to keep them in an individual file separate from personnel records to provide easy access if a request is made by a government agency.

Private Confidential File:

1. Pre-employment screening results such as personality profiles, skill assessment tests, physical exams, and drug tests.
2. Reference records.
3. Direct deposit and/or wage garnishment information.
4. Worker's compensation documentation
5. Grievance or complaint records.
6. Work restrictions.
7. Medical information.