

NWF Health Network Policy & Procedure

Series:	1100: Human Resources	
Policy Name:	Organization, Access to and Retention of Employment Files and Records	
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Regulation:	Ch. 119, F.S. CFOP 60-8	

Policy

It is the policy of NWF Health Network (NWFHN), to properly maintain all employment records, ensure that procedures are established in which personnel can have access to their employment records and are able to make necessary corrections, and to ensure compliance with state and federal laws in the proper retention of employment records.

Procedure

A. Organization of Employment Files.

1. The following items minimally will be retained in an employee's Employment File within the electronic database and/or electronic repository as follows:
 - a. Employment Application and Resume;
 - b. Reference Checks and Background Screening;
 - c. College Transcript(s) or Verification of Degree, if applicable;
 - d. Job Description(s);
 - e. Records relating to hiring, promotion, demotion, transfer, layoff, rates of pay, other forms of compensation, education and training records;
 - f. Records relating to other employment actions;
 - g. Letters of recognition;
 - h. Disciplinary notices or documents; including memos relating to verbal warnings;
 - i. Performance evaluations;
 - j. Testing documents used by NWFHN to make an employment decision;
 - k. Exit interview questionnaires;
 - l. Termination records.
2. All Employment Files for NWFHN employees will be maintained in a secure electronic database and/or electronic file repository. In addition to the items listed in Section A above, the following items shall be maintained in said database/file repository as follows:
 - a. All forms related to timekeeping and payroll actions including, but not limited to, timesheets, direct deposit information, leave requests, supporting documents related to promotion,

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demotions, transfers and separation documents that impact salary and payroll actions, payroll vouchers, deduction records, tax and withholding records.

- b. All documents required as part of the hiring and onboarding process including but not limited to, applications, references, offers of employment, background screenings, urinalysis, I-9 documentation, W4 forms, all signed acknowledgement documents, job descriptions, emergency contacts
 - c. All documents related to the selection, enrollment and administration of employee's benefits.
 - d. All documents related to the employee's educational documents, certifications, trainings and continuing education,
 - e. All documents related to performance evaluations
 - f. All documents related to disciplinary actions, including but not limited to, supervisory notes and/or emails, documentation of verbal counseling, written reprimands, corrective actions and supporting documentation related to possible disciplinary actions.
 - g. All documents related to commendations, letters of appreciation, thank you letters etc.
 - h. All documents related to employee accidents or injuries, including but not limited to accident reports, accident investigations, workers compensation documents, physician notes,
 - i. All documents pertaining for FMLA, including but not limited to, requests for FMLA, physician notes, memorandums, correspondence related to the employee's FMLA request and usage of FMLA leave.
3. The Employment File is accessible to only the Chief Executive Officer and/or their designee.
 4. The Supervisor may request information from the Employment File; however, release of said information shall reviewed by the Human Resource Department for compliance with confidential and/or protected information policies prior to release.
 - a. Medical and Confidential Files are accessible to only the CEO or their designee.
- B. Access to Personnel Employment Records.
1. NWFHN respects individual privacy and maintains in confidence all information and records pertaining to employment to the extent practicable in keeping with the organization's interest.
 2. No private information or personal data about an employee will be shared inside the organization without the consent of the employee and in accordance with applicable law, except with those employees maintaining the data or employees having a legitimate business need.
 3. Any request to view an employee's file will be directed to the CEO or their designee. The review of the personnel file will be conducted in strict accordance with Ch. 119, F.S.
 4. All subpoenas for employment records will be directed to the CEO or their designee.
 5. Separate files will be maintained for medical records, workers' compensation claims, family or medical leave and immigration records. These files may only be accessed in accordance with applicable law.

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6. NWFHN cooperates with federal or state agencies performing investigatory functions. However, personal information will be provided to governmental investigators only where they are entitled by law to such information.

C. Retention of Employment Records.

1. Employment records will be retained as follows:
 - a. Recruitment records. Recruitment records include solicited and unsolicited resumes/employment application, advertisements, test papers, interview forms, and drug testing results. The recruitment records for candidates selected for a position will be retained in the individual's employment file. Recruitment records for all candidates who responded to the opening (both interviewed and not interviewed) and who were not selected will be forwarded to the CEO or their designee and retained for a minimum of one (1) year . After one (1) year , the records may be destroyed.
 - b. Payroll records. Payroll records will be retained for a period of six (6) years.
 - c. Employment records. Any personnel documents related to the promotion, demotion, transfer, selection of training, layoff, recall, discipline or discharge of any employee will be kept until the destruction of the personnel records in accordance with *subsection C.2., below*, of this Procedure.
 - d. Occupational Injuries and Illnesses. These records will be kept for five (5) years following the end of the year to which they relate. Occupational Exposure records will be retained for thirty (30) years.
 - e. Employee verification form I-9. These records will be retained for three (3) years from the date of hire or one (1) year and three (3) months from the date of termination, whichever is longer.
 - f. Employment of Minors. The records of minors will be kept for five (5) years.
2. All inactive or "closed" personnel records will be merged and retained in storage for a minimum of seven (7) years.
3. Any personnel records containing Occupational Exposure records shall be separated in storage and retained for the required length of time.
4. When a former employee is rehired, the CEO or their designee will review the former employee's inactive employment files.
5. When the required retention period expires, records must still be retained if the records relate to a matter in which judicial or administrative proceedings are in progress. These records will be kept until the final disposition of the judicial or administrative proceeding.