

449.4073 Files concerning employees

A separate file must be maintained and kept current on each employee. The file must include the following:

1.

The employee's: (a) Name, address and telephone number; (b) Social security number; (c) Date of birth; (d) Date of employment; (e) Educational qualifications; and (f) Application for employment.

(a)

Name, address and telephone number;

(b)

Social security number;

(c)

Date of birth;

(d)

Date of employment;

(e)

Educational qualifications; and

(f)

Application for employment.

2.

The name of a person to notify in case of an emergency.

3.

Records of the employee's experience related to his or her work.

4.

Reports of periodic evaluations of the employee.

5.

All required health certificates.

6.

A record of any communicable illness which caused the employee to be absent from work.

7.

Records of all accidents at the facility involving the employee.

8.

The date of termination of employment and the reason for the employee's discharge or resignation.

9.

Records of the employee's training at the facility.

10.

Verification of any license held by the employee.

11.

Proof that the employee received the required orientation at the facility.