

73527 Employee Personnel Records

(a)

All facilities shall maintain employee records of all personnel. The record shall include the employee's full name, social security number, professional license or registration number, if any, employment classification, information as to past employment and/or qualifications, date of beginning employment and date of termination of employment. Such records shall be retained for at least three years following termination of employment.

(b)

Records of hours and dates worked by all employees during at least the most recent six-month period shall be kept on file at the place of employment or at a central location within the State of California. Such records shall be made available to the Department upon request.