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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 8@ Intermediate Care Facilities for the Developmentally Disabled

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Article 4@ Administration

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Section 76541@ Employee Personnel Records

## **76541 Employee Personnel Records**

### **(a)**

All facilities shall maintain confidential 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 qualifications, date of beginning employment and date of termination of employment and performance evaluations. Such records shall be retained for at least three years following termination of employment and shall be available to authorized agents or representatives of the Department upon request.

### **(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 within one working day.

### **(c)**

A record of the registry staff utilized in the facility shall be kept and shall include the following: (1) Employee's full name. (2) Records of hours and dates worked. (3) Professional license or registration number and date of expiration.

#### **(1)**

Employee's full name.

**(2)**

Records of hours and dates worked.

**(3)**

Professional license or registration number and date of expiration.