

77119 Employee Personnel Records

(a)

All facilities shall maintain personnel records of all employees. Such records shall be retained for at least three years following termination of employment.

(b)

The record shall include the employee's full name, Social Security number, the license of registration number, if any, brief resume of experience, employment classification, date of beginning employment and date of termination of employment.

(c)

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.