

78429 Employee Records

(a)

Each center shall maintain an employee record which shall be available for review by the Department or licensing agency.

(b)

Each employee record shall contain at least the following: (1) An employment application with: (A) Full name. (B) Social Security number. (C) Date of employment. (D) Date of birth. (E) Home address. (F) Educational background. (G) Previous employment experience, indicating dates employed. (2) A health record containing a report of the following: (A) Chest X-ray or test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA) performed not more than 12 months prior to employment or within 7 days of employment. (B) Health examination signed by the examining physician or person lawfully authorized to perform such examination which indicates: 1. Employee is physically qualified to perform duties. 2. Employee is free from any condition that would create a hazard to self or others.

(1)

An employment application with: (A) Full name. (B) Social Security number. (C) Date of employment. (D) Date of birth. (E) Home address. (F) Educational background. (G) Previous employment experience, indicating dates employed.

(A)

Full name.

(B)

Social Security number.

(C)

Date of employment.

(D)

Date of birth.

(E)

Home address.

(F)

Educational background.

(G)

Previous employment experience, indicating dates employed.

(2)

A health record containing a report of the following: (A) Chest X-ray or test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA) performed not more than 12 months prior to employment or within 7 days of employment. (B) Health examination signed by the examining physician or person lawfully authorized to perform such examination which indicates: 1. Employee is physically qualified to perform duties. 2. Employee is free from any condition that would create a hazard to self or others.

(A)

Chest X-ray or test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug

Administration (FDA) performed not more than 12 months prior to employment or within 7 days of employment.

(B)

Health examination signed by the examining physician or person lawfully authorized to perform such examination which indicates: 1. Employee is physically qualified to perform duties. 2. Employee is free from any condition that would create a hazard to self or others.

1.

Employee is physically qualified to perform duties.

2.

Employee is free from any condition that would create a hazard to self or others.

(c)

The center shall have a written policy providing for the health screening of volunteers, including screening for tuberculosis.

(d)

All records shall be retained for at least three years following termination of employment.