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Title 22@ Social Security

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Division 7@ Health Planning and Facility Construction

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Chapter 12@ Postsurgical Recovery Care Demonstration Project

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Article 4@ Administration

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Section 97530.19@ Employee Personnel Records

97530.19 Employee Personnel Records

(a)

Each facility shall maintain current, complete and accurate personnel records for all employees. (1) The record shall include: (A) Full name. (B) Social Security number. (C) Professional license or registration number and date of expiration, if applicable. (D) Employment classification. (E) Information as to past employment and qualifications. (F) Date of beginning of employment. (G) Date of termination of employment. (H) Documentation of orientation to the project and the facility. (1) Performance evaluations. All employees shall be evaluated on at least a yearly basis. (2) Such records shall be retained for at least three years following termination of employment. Employee personnel records shall be maintained in a confidential manner, and shall be made available to authorized representatives of the Office upon request.

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(b)

Records of hours and dates worked by all employees during at least the most recent 12-month period shall be kept on file at the place of employment or at a central location within California. Upon request such records shall be made available, at a time and location specified by the Office.

(c)

A permanent log of the temporary health services personnel employed in the facility shall be kept for three years, and shall include the following: (1) Employee's full name. (2) Employment classification. (3) Name of temporary health services personnel agency. (4) Professional license or registration number and date of expiration, if applicable. (5) Verification of health status. (6) Record of hours and dates worked.

(1)

Employee's full name.

(2)

Employment classification.

(3)

Name of temporary health services personnel agency.

(4)

Professional license or registration number and date of expiration, if applicable.

(5)

Verification of health status.

(6)

Record of hours and dates worked.