

|->

Title 22@ Social Security

|->

Division 12@ Child Care Facility Licensing Regulations

|->

Chapter 3@ Family Day Care Homes for Children

|->

Article 6@ Continuing Requirements

|->

Section 102416.1@ Personnel Records

102416.1 Personnel Records

(a)

Personnel records shall be maintained on each employee and shall contain the following information: (1) Employee's full name. (2) Driver's license number if the employee is to transport children. (3) Date of employment. (4) Date of birth. (5) Current home address and phone number. (6) Documentation of completion of training on preventative health practices as required by Section 102416(c). (7) Past experience, including types of employment and former employers. (8) Duties of the employee. (9) Termination date if no longer employed. (10) A signed and dated copy of the Notice of Employee Rights [LIC 9052, (Rev. 03/03)] as required by Section 102416(a) and Section 102417. (11) A signed statement regarding their criminal record history as required by Section 102370(c). (12) Documentation of either a criminal record clearance or a criminal record exemption as required by Section 102370(d).

(1)

Employee's full name.

(2)

Driver's license number if the employee is to transport children.

(3)

Date of employment.

(4)

Date of birth.

(5)

Current home address and phone number.

(6)

Documentation of completion of training on preventative health practices as required by Section 102416(c).

(7)

Past experience, including types of employment and former employers.

(8)

Duties of the employee.

(9)

Termination date if no longer employed.

(10)

A signed and dated copy of the Notice of Employee Rights [LIC 9052, (Rev. 03/03)] as required by Section 102416(a) and Section 102417.

(11)

A signed statement regarding their criminal record history as required by Section 102370(c).

(12)

Documentation of either a criminal record clearance or a criminal record exemption as required by Section 102370(d).

(b)

Personnel records shall be maintained for all volunteers and shall contain the following: (1) For volunteers that are required to be fingerprinted pursuant to Section 102370: (A) A signed statement regarding their criminal record history as required by Section 102370(c). (B) Documentation of either a criminal record

clearance or a criminal record exemption as required by Section 102370(d).

(1)

For volunteers that are required to be fingerprinted pursuant to Section 102370: (A)

A signed statement regarding their criminal record history as required by Section

102370(c). (B) Documentation of either a criminal record clearance or a criminal record exemption as required by Section 102370(d).

(A)

A signed statement regarding their criminal record history as required by Section 102370(c).

(B)

Documentation of either a criminal record clearance or a criminal record exemption as required by Section 102370(d).

(c)

All personnel records shall be kept for at least three years following termination of employment/volunteer work.

(d)

All personnel records shall be maintained at the child care home and shall be available to the licensing agency for review.