Policy:

It is the policy of Mid-Missouri Supported Living, LLC, to maintain personnel records for applicants, employees, and past employees in order to document employment related decisions, evaluate and assess policies and comply with government record keeping and reporting requirements.

For recordkeeping purposes, an employee's hire date is defined as the first day the employee performs work for pay, following completion of all pre-employment requirements such as background checks, reference verification, and onboarding paperwork.

Comments:

Mid-Missouri Supported Living, LLC, strives to balance its need to obtain, use and retain certain employment information with each employee's right to privacy. Mid-Missouri Supported Living, LLC, attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by Federal, State or local law.

The Administrative staff are responsible for overseeing the record keeping for all personnel information and will specify what information should be collected and how it is to be stored in a secure manner. Personnel records will also include documentation of job qualifications as required for each position, such as proof of education, training, and any licenses or certifications necessary to perform assigned duties.

Employees have a responsibility to make sure their personnel files are up to date and must notify the personnel department in writing of any changes in at least the following:

1- Name or Address
2- Telephone numbers or Email contact information
3- Marital Status (for benefits and withholding purposes only)
4- Number of Dependents
5- Address and Telephone numbers of dependents and spouse or former spouse (for insurance purposes only).
6- Beneficiary designations for any of the company's insurance, disability, or retirement plans
7- Persons to be notified in case of an emergency
8- Vehicle insurance cards (must have current on file)

In addition, employees who have a change in the number of dependents or marital status must complete a new W-4 Form for income tax withholding purposes within 10 days of the change, if the change results in a decrease in the number of dependents.

Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Such an inspection must be requested to the Director of Human Resources for this appointment to be scheduled at a mutually convenient time.

Employees who feel that any file is incomplete, inaccurate, or irrelevant may submit a written request to the Director to have the files reviewed and revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the grievance procedure.

Only supervisory and management employees who have an employment related, need to know information about the employee may inspect the files of that employee.

Employees are to refer all requests from outside the company for personnel information concerning applicants, employees, and past employees to the Director of Human Resources. The Director normally will release personnel information only in writing and only after obtaining the written consent of the employee. Exceptions may be made to cooperate with legal, safety, and medical officials who need to know specific employee information. In addition, exceptions may be made to release limited general information such as employment dates, position held and location of job site.

Files will be maintained for up to 10 years after employment has ended.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL