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## HUMAN RESOURCES RECORDS POLICY

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### **PURPOSE:**

The Early Learning Coalition of Pasco and Hernando Counties, Inc. seeks to ensure the proper handling of all confidential information as well as the paper records contained in employees' personnel files. The Coalition has utilized information and definitions contained in Florida Statutes Chapter 501 to ensure the security of confidential personal information.

### **PROCEDURE:**

- Personnel records are secured in locked file cabinets and secured electronic files with access controlled by the Executive Director or his designee, Human Resources administrator and the Office Manager.
- At no time will employee files leave the premises.
- Human Resources administrator is responsible for creating and maintaining employee personnel files. Each employee has two (2) files, the main file and the confidential file. The main file contains information that would be available for public record requests and the confidential file which contains information that is noted as confidential personal information as per Florida Statute.
- Employment verification requests will be forwarded to the Human Resources administrator or other designee as decided by the Executive Director. Only the following information will be provided for employment verification requests:
  - Position held by employee;
  - Date employee was hired;
  - Last date of employee's employment;
  - Whether or not the employee is eligible to be re-hired.
- The main file will contain:
  - Employment Application and Resume;
  - Job Description;
  - Salary/Benefit Election Forms;
  - W-4 Forms;
  - Employment Contracts;
  - Signed Employee acknowledgements of receipt and review of Coalition policies and procedures;
  - Performance Evaluations;
  - Discipline Notes/Memorandums

- Grievances
- Completed Training Certificates
- Achievement Awards
- The confidential file, as per Security of Confidential Personal Information F.S. 501.171 (g)1, will contain the following information and will not be released to anyone outside of the organization without prior written consent by the employee. Exceptions will only be made as required by law as in the case of subpoenas or other court orders:
  - Documents containing date of birth, age, gender, marital status, record of dependents, religion, and citizenship or national origin will include, but not be limited to:
    - Fingerprinting forms - VECHS reports and Florida Dept. of Law reports
    - Health, Dental, Vision Insurance applications
    - Passport or military identification
    - Driver's license
    - Social Security Number
    - E-Verify and I-9 forms
    - Medical information such as requests for medical leave and doctor notes
    - Drug testing reports
  - Citizenship or national origin
  - Religion
  - Other personal information unrelated to the job such as, but not limited to:
    - Emergency Contact Information

**IMPLEMENTATION:**

- Personnel records of past/former employees will not change; personnel records of current and future staff will adhere to this policy.

Approved by Executive Committee: October 17, 2018