

**2920.7600 PERSONNEL RECORDS.**

Subpart 1. **General requirement; contents of records.** The adult community-based residential correctional facility shall maintain an accurate personnel record on each employee which shall include:

- A. initial application;
- B. appropriate results of employment investigation, if done;
- C. training and experience verification;
- D. wage and salary information;
- E. job performance evaluation completed at least annually;
- F. training programs which the employee participated in after employment began;
- G. documentation of sick leave, leave of absence, and vacation;
- H. grievance and disciplinary actions, if any;
- I. tuberculosis screening as required by law;
- J. dates of employment and termination with reason for termination; and
- K. results of a criminal history check.

Subp. 2. **Employee access to records.** Employees shall have access to their personnel files.

**Statutory Authority:** *MS s 241.021*

**History:** *9 SR 1655; 36 SR 635*

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