

4658.0130 EMPLOYEES' PERSONNEL RECORDS.

A current personnel record must be maintained for each employee and be stored in a confidential manner. The personnel records for at least the most recent three-year period must be maintained by the nursing home. The records must be available to representatives of the department and must contain:

- A. the person's name, address, telephone number, gender, Minnesota license, certification, or registration number, if applicable, and similar identifying data;
- B. a list of the individual's training, experience, and previous employment;
- C. the date of employment, type of position currently held, hours of work, and attendance records; and
- D. the date of resignation or discharge.

Employee health information, including the record of all accidents and those illnesses reportable under part 4605.7040, must be maintained and stored in a separate employee medical record.

Statutory Authority: *MS s 144A.04; 144A.08; 256B.431*

History: *20 SR 303*

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