

4664.0300 PERSONNEL RECORDS.

Subpart 1. **Personnel records.** A licensee must maintain a record of each employee, individual contractor, and volunteer. The record must include the following information:

- A. evidence of current professional licensure, registration, or certification, if licensure, registration, or certification is required by state or federal law; and
- B. records of training required by this chapter.

Subp. 2. **Job descriptions.** A licensee must maintain current job descriptions, including qualifications, responsibilities, and identification of supervisors, if any, for each job classification.

Subp. 3. **Criminal background checks.** A licensee must maintain documentation of criminal background checks as required in Minnesota Statutes, section 144A.754. Documentation of criminal background checks may be maintained in a confidential file, if made available to authorized parties upon request.

Subp. 4. **Retention of personnel records.** A hospice provider must maintain each personnel record for at least three years after an employee or contractor ceases to be employed by or under contract with the licensee.

Subp. 5. **Fines.** For each violation of the following subparts, the stated fine shall be assessed:

- A. subpart 1, \$50;
- B. subpart 2, \$50;
- C. subpart 3, \$50; and
- D. subpart 4, \$50.

Statutory Authority: *MS s 144A.752*

History: *28 SR 1639*

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