

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Personnel Files	Policy No. 1001.00
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Washington Administrative Code 246-341 Revised Code of Washington 71.05, 71.24	

POLICY:

- 1.1. Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") employees shall have a personnel file that is maintained in the Great Rivers BH-ASO office.

PROCEDURE:

- 2.1. There shall be a personnel file for each employee. All or part of the personnel file may be maintained in a secure electronic file. Portions of the personnel file may be maintained in a locked drawer in the Great Rivers BH-ASO office. The Great Rivers BH-ASO Human Resource representative shall maintain the personnel files and shall maintain the security of the files. A Great Rivers BH-ASO Employee may request to see her / his personnel file at any time.
- 2.2. The file shall include but is not limited to:
 - 2.2.1. Resume;
 - 2.2.2. W-4;
 - 2.2.3. Hiring Documentation;
 - 2.2.4. I-9;
 - 2.2.5. Job Description;
 - 2.2.6. Signed Benefit Documents;
 - 2.2.7. Training Record;
 - 2.2.8. Documentation of discipline actions;
 - 2.2.9. Oath of Confidentiality;
 - 2.2.10. Performance Evaluations;
 - 2.2.11. Copy of current license / registration/ insurance as appropriate
- 2.3. Great Rivers BH-ASO Employees terminating Great Rivers BH-ASO employment shall have their files maintained in the Great Rivers BH-ASO Office for ten (10) years.

POLICY SIGNATURE

DocuSigned by:

 Edna J. Fund, Chair
 Great Rivers BH-ASO Governing Board

4/14/2020

 Date