**POLICY #: 4.A EFFECTIVE DATE: 6/9/2022 APPROVED:**

**FULL REMISSION DATES:**

**SUBJECT: Personnel Records**

**POLICY**:

Personnel records shall be maintained on each employee and include, at a minimum, the below requirements.

**PROCEDURE:**

For each staff person, IMS will maintain a personnel file that includes:

1. Verification of the staff person's qualifications required for the position including training, education, practicum or internship agreement, licensure, degrees, and any other required qualifications;
2. Documentation related to the staff person's background study;
3. The hiring date of the staff person;
4. Documentation of new staff orientation completion,
5. A description of the staff person's job responsibilities,
6. The date that the staff person's specific duties and responsibilities became effective, including the date that the staff person began having direct contact with clients;
7. Documentation of the staff person's training
8. A verification copy of license renewals that the staff person completed during the staff person's employment;
9. Annual job performance evaluations; merits, awards, and
10. If applicable, the staff person's alleged and substantiated violations IMS’s policies and response.

All personnel files are readily accessible for the commissioner's review.

"Staff person" means an individual who works under a license holder's direction or under a contract with a license holder. Staff person includes an intern, consultant, contractor, individual who works part-time, and an individual who does not provide direct contact services to clients. Staff person includes a volunteer who provides treatment services to a client or a volunteer whom the license holder regards as a staff person for the purpose of meeting staffing or service delivery requirements. A staff person must be 18 years of age or older.

**RESPONSIBILITY:**

Each staff is responsible for forwarding copies of above items to administration for inclusion in personnel file.

The Executive Director, Adult Mental Health Treatment Services Director, or designee shall review privileging files at least annually to ensure appropriate staff credentials and maintenance.