Baptist Health South Florida

POLICY NO.: BHSF-2600
TYPE: Administrative

POLICY TITLE: Employment Records

Responsible Department: Human Resources

Creation Date: 08/02/98
Review Date:
Revision Date: 2014/04/10

SUBMITTED BY (AUTHOR): Gary Lyew-Ayee
Title: Sr. Human Resources Site Consultant

APPROVED BY: Olesea Azevedo
Title: Assistant Vice President, HR Leadership and Employee Communication

APPROVED BY: Adriene McCoy
Title: Corporate Vice President and Chief HR Officer

PUBLISHED (Released): 2014/04/15

SUMMARY & PURPOSE:
To establish procedures for the collection and retention of records regarding Baptist Health employees.

POLICY:
Baptist Health maintains employment records for all Baptist Health employees. All Baptist Health employment records, including but not limited to Human Resources files, are the property of Baptist Health, are considered confidential, and are maintained by Baptist Health in a secure location.

Information contained in the employment records is of critical importance to the organization and the individual employee. Therefore, it is essential that all Baptist Health employees immediately notify the Human Resources Department or update Employee Self Service of any changes in:

1. Name and/or marital status;
2. Physical Address, Electronic Mail Address and/or telephone number(s);
3. Name(s) and age(s) of eligible dependents;
4. W-4 deductions;
5. Residency status;
6. Emergency contact information;
7. Licensure(s) and/or certification(s).

SCOPE/APPLICABILITY:
Applies to all Baptist Health South Florida employees.

PROCEDURES TO ENSURE COMPLIANCE:

1. Human Resources File:
   The Human Resources File is maintained by the Human Resources Department and contains all documents relating to an employee's employment with Baptist Health, including but not limited to all employment forms, licenses and certifications, corrective action documentation and performance evaluations. The Human Resources File is maintained in the Human Resources Site office, with access to the files limited to the Human Resources Department.

2. Departmental File:
   Department leaders may maintain working notes, copies of change notices, copies of performance documentations and other employment information regarding their employees in their respective departments for reference and in connection with preparation of performance evaluations. Upon termination of employment, such records must be forwarded to Human Resources to be placed into the Human Resources File. Employees do not have access to the Departmental File

3. Access to the Human Resources File:
   Employees who wish to review their Human Resources File must make an appointment with Human Resources. Employees will be permitted to review the contents of their Human Resources File in the presence of and under the supervision of a Human Resources representative. Employees are prohibited from altering, damaging, destroying or removing any document contained in the Human Resources File.

   While it is Baptist Health's policy to cooperate with federal or state agencies performing investigatory functions, we also have an interest in protecting the privacy rights of our employees. Accordingly, Baptist Health will not, without a written consent from the employee, provide access to or copies of any documents in an employee's Human Resources and/or Departmental File unless such access or copies are compelled by an administrative law judge, a hearing officer, or a court of competent jurisdiction or is deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. A copy of such written consent will be placed in the Human Resources File.

4. Employment Verification:
   All written or verbal requests for employment verification regarding Baptist Health employees from sources outside Baptist Health must be directed to The Work Number, a company which completes verifications of employment on behalf of Baptist Health.

5. Corrections to the Record:
   Employees may request correction of information contained in their employment record. All requests for corrections to the employment record must be made in writing to Human Resources.

6. Retention of Records:
   Employment records of Baptist Health employees shall be retained in accordance with Baptist Health's Records Retention Policy 451.01.

7. Suspension of Record Destruction:
   Baptist Health has a legal obligation to take reasonable steps to ensure that documents relevant to compliance or litigation, including but not limited to employment records, are retained. Therefore, pursuant to Baptist Health Policy 451, from time to time Document Hold Orders may be placed on a Baptist Health employee's employment records

SUPPORTING/REFERENCE DOCUMENTATION:
N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:
BHSF Administrative Policy 451 Document Hold Orders – Legal
BHSF Administrative Policy 451.01 Records Retention – Legal

ENFORCEMENT & SANCTIONS:
Violation of this policy may lead to disciplinary action, up to and including termination of employment.