



Series: 1200 Human Resources

Policy Name: Retention / Destruction of Employment Records

Policy Number: 1207

Origination Date: 11/01/13

Revision Date: July 1, 2018

Regulation: CFOP 60-8

Policy: It is the policy of Communities Connected for Kids to maintain electronic employment files in a confidential manner, and in compliance with federal and state regulations. Reasonable effort will be made to protect the safety of such documents.

Communities Connected for Kids will at a minimum, retain records for a period of time required to either resolve any open employment litigation or a standard period of time of five years from date of last entry or active employment, whichever is later.

Procedure:

Records to be Retained

1. Any employment record made or kept by employer, including application forms and records pertaining to hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship.
2. Employment records relevant to a charge of discrimination or action brought by an Attorney General against the employer, including, for example, records relating to charging party and to all other employees holding similar positions, application forms, or test papers completed by unsuccessful applicants and by all other candidates for same position.
3. Records showing each employee's name, address, and Social Security number; date, amount, and period of services paid for; amount of pay subject to tax as wages, and reason for any discrepancies between taxable amount and tax actually paid; amount of employee tax collected, and date collected, including signed W-4 forms and completed I-9 forms.



Protecting Electronic Employment Records and Files

1. Communities Connected for Kids will use an electronic filing system. Within the electronic file system, employment records and medical files will be maintained separately, in accordance with federal regulations.
2. Privacy of employees' health insurance records shall be maintained in accordance with federal and state regulations, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) privacy and security regulations.
3. Employment records may be accessed only by authorized individuals who have a need to access the information. These individuals should be familiar with the confidential nature of employment and medical records and files.

Retention Schedule for Human Resources and Payroll (Paper) Records

1. Communities Connected for Kids must maintain employment records for any employee that has brought a charge against it through a federal or state agency or in a court of law. Communities Connected for Kids is legally prohibited from destroying the employee's employment records and medical files and any documents related (no matter how remotely) to the claim. OSHA 200 and 300 series forms must be maintained for 5 years; however, medical examinations required by law, exposure and medical records of any employee exposed to potentially toxic substances and harmful physical agents must be maintained for duration of employment, plus 30 years.
2. For all other records, Communities Connected for Kids has established a minimum, standard retention period of at least five years from the last entry or active date of employment, whichever is later.
3. Communities Connected for Kids Human Resources personnel will monitor state laws, which may require a longer period for any state specific requirements that exceeds the aforementioned five year period.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018