

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 11/00	SECTION: Employee Information	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 12/20/17, 09/18/19, 9/6/2023	SUBJECT: Personnel Records	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/20/17, 10/17/18, 09/18/19, 9/15/2021, 9/6/2023		POLICY #: EA-008	PAGE #: 1 of 3

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

Record Retention

It is the policy of the organization to maintain an individual personnel record for each employee which shall be kept confidential and meet HIPAA regulations in accordance with record retention policy, federal, state and local regulations.

Record Accessibility

It is also the policy of the organization to provide employees with access to their personnel record as required by Michigan law regarding employee's right to access personnel records; Michigan Compensation Laws, Bullard-Plawecki Employee Right to Know Act, sections 423.501 – 423.512.

Upon written request, the organization will provide an employee with the opportunity to review his or her personnel record no more than twice per year. Review of the record will take place at the administrative office during normal office hours. After the employee reviews the record, he or she may obtain a copy of the information or part of the information in the record. The organization may charge a fee for providing copies. The fee for providing copies is \$0.15 per page.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Executive Director

1. Will have access to the personnel files

Human Resource
Manager/Designee

2. Will keep an active electronic file on each employee which will contain the following:

- a) Application and/or resume
- b) Documentation of Interview
- c) Documentation of phone references (at least two) professional
- d) Copy of high school diploma or G.E.D. or college transcripts

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- e) Conditional Job Offer
- f) Job Description
- g) Payroll Status Change form
- h) Employment Eligibility verification (I-9)
(saved in separate secured filing)
- i) Copy of valid driver's license
- j) Proof of vehicle insurance/non-insured
- k) Criminal Background and Driving Record
Consent and pre-employment/annual
checks
- l) Contract Agency Recipient Rights Clearance
- m) At Will Status of Employment
- n) Employee Performance

Human Resource
Manager/Designee

- o) Evaluations
- p) Long Term Care Workforce Background
Check Consent and Disclosure
(fingerprinting) and including results:
 - 1) Office of Inspector General (OIG)
 - 2) Michigan Sanctioned Provider List
(SPL)
 - 3) Michigan Nurse Aide Abuse List
(NAR)
 - 4) Michigan Public Sex Offender
Registry (PSOR)
 - 5) Michigan Offender Tracking
Information System (OTIS)
 - 6) Michigan Workforce Background
Check-eligible for employment letter
- q) Disciplinary Actions
- r) Correspondence
- s) Insurance Materials
- t) Resignation Notice
- u) Exit Interview
- v) Medical File

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- 1) Drug testing results
- 2) Physical Form
- 3) T.B. Test (initial and every 3 years)

Human Resource
Manager/Designee

Employee

6. Upon an employee's voluntary/involuntary resignation, their employment file is labeled INACTIVE.
7. May review his/her personnel file along with the human resource manager/designee upon written request not to exceed twice per year. Employees may obtain copies for a fee of \$0.15 per page.

Exhibit:

A. [..\..\Forms\Employee Forms\Personnel File Access and Copies Request Form \(DRAFT\) js.08.21.19.docx](..\..\Forms\Employee Forms\Personnel File Access and Copies Request Form (DRAFT) js.08.21.19.docx)

B. <..\..\Forms\Employee Forms\Personnel file copy fees revised 3.6.2023.doc>