	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR201
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POLICY

It is the policy of Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) in conformance with all applicable federal, state, and local laws to maintain records of employees and/or prospective employees without regard to race, sex, marital status, religion, color creed, national origin, age, veteran status, mental or physical handicaps, or sexual orientation

DEFINITIONS


EMPLOYEE RECORD – Any form, report, original or microfilmed record, notes or documentation relating to or impacting the selection, status, salary, performance, benefits, disciplinary action, training, etc. of an employed, prospectively employed or separated person.

CENTRAL EMPLOYEE RECORDS – The official central record location of all employed or separated persons. Employee Records is a component of the Human Resource Service Center and serves as a centralized record keeping function. This office has the responsibility of maintaining and securing the confidentiality of any and all employee records, with the exception of those records held in other areas of JHHSC/JHH. In such case, the responsibility for security, maintenance, and confidentiality lies within that function. Some primary areas responsible for records maintenance and retention are listed in this section.

DEPARTMENT EMPLOYEE RECORD – Each department will designate a record location for employees and prospective employees of their unit with the responsibility of maintaining and securing the confidentiality of any and all types of records, forms, data or anecdotal notes relating to the selection, status, performance, salary, discipline, training, benefits, etc. of those affected persons.

OTHER RECORDS MAINTENANCE AREAS

1. PAYROLL OFFICE - Division of Accounting responsible for the calculation administration, and distribution of salary, sick and vacation benefits, located at 5300 Alpha Commons, Suite 400.
2. CAREER SERVICES – A component of the Human Resources Department responsible for the recruitment and hiring of JHHSC/JHH employees.
3. HR SERVICE CENTER – A component of Human Resources Department responsible for the enrollment, changes of employee benefits and employee leaves.
4. COMPENSATION OFFICE – A component of the Human Resources Department responsible for wage and salary guidelines, salary planning increases, job descriptions, and classification status changes.
5. OCCUPATIONAL HEALTH – responsible for preliminary examinations and screening of applicants, health evaluations, medical monitoring, counseling, and TB screening.
6. WORKERS' COMPENSATION CLINIC – Responsible for evaluation and treatment of all line of duty injuries incurred by employees.
7. SAFETY OFFICE – Responsible for maintaining and inspecting the environmental and fire safety of patients, students, and staff of JHMI facilities.
8. EEO/AA OFFICE – A component of the Human Resources Department responsible for the administration and maintenance of JHHSC/JHH's Equal Employment Opportunity and Affirmative Action laws, obligations, and regulations.

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9. NURSING ADMINISTRATION – Responsible for administration and record maintenance of all activities related to Nursing practice.

EMPLOYEE ACCESS

Access to Central Files

1. Employee requesting to see their official central employee file will be directed to contact an HR Consultant at 5-6783.
 2. The HR Consultant will schedule an appointment with the employee to review his/her respective file. The HR Consultant will be present to answer questions.
 3. Identified 1199E union delegate(s) are permitted access to the employee file, as authorized by the employee and as scheduled with a HR Consultant.
 4. No file is to be reproduced for the employee's use.
 5. After review, the employee and union delegate (if applicable) and the HR Representative will sign a form stating the date and time the employee reviewed the file. (See Appendix I)
1. Access to Department Files Employees requesting to see their departmental file are to be given permission to do so in the presence of the employee's supervisor or manager. The supervisor or manager will be present to answer employees' questions-
 2. All Functional Units should implement an Employee Access System and request/review Form similar to the JHHSC/JHH's Central Employee Records Procedures. (See Appendix 1)
 3. Identified 1199E union delegates are permitted access to the employee file, as authorized by the employee and as scheduled with the employee's respective supervisor or manager.
 4. No file is to be reproduced for the employee, except performance appraisals, when requested.
 5. After review, the employee and/or union delegate and the respective supervisor/manager will sign a form stating the date and time the employee reviewed the departmental employee file.

FILE OF EMPLOYEE TRANSFERRED OR SEPARATED

Department Employee File

1. The Department Employee File of an employee transferred/promoted to another department, will be forwarded to the employee's new department.
2. The department employee file of a separated employee will be kept in the department for three (3) years from the separation date.


Central Employee File

1. I9s and tax forms are kept for three (3) years. Bid forms are kept for one (1) year. After three (3) years all records will be destroyed, with the exception of the employee's picture, separation card, letter of resignation and personnel action form, which documents the separation.

RETENTION

In accordance with federal, state, and local laws records are to be retained as indicated below:

	DOCUMENT	RETENTION PERIOD
All Employees	• Payroll Information	3 Years
	• Employee Information	3 Years
	• Leave Of Absence Forms	3 Years
	• PAFs	3 Years
	• Letter of Commendation	3 Years

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records may only be destroyed or disposed of after inspection of the microphotographed records, and assurance that the records are complete, are of an acceptable quality and are secured.

The following statement must be submitted with records to be microphotographed. It must appear at the beginning of each roll/fiche.

DECLARATION OF INTENT

I, _____ do hereby declare that the records microfilmed herein
 (Name and title)

are actual records of

 (Functional unit/department)

created during its normal course of business.

It is the policy of The Johns Hopkins Health System Corporation and The Johns Hopkins Hospital to destroy or otherwise dispose of the original records microphotographed herein. The destruction or disposition of the records microphotographed is only to be accomplished after inspection of the microfilm, microfiche to assure acceptable quality, completeness and maintenance by this means.

SPONSOR

Vice President, Human Resources

CYCLE REVIEW

3 years

APPROVAL



 Vice President, Human Resources

 Date