

## Does your HR Filing Solution Provide Ease of Compliance?

**How does your organization control the use and maintenance of personnel files? Are you up to date on:**

- What files should be kept in a personnel file?
- What items should be filed separately?
- Who should have access to these files?

These are important issues employers face today. Although employers have an undeniable right and need to oversee and regulate their business, their right to inquire and obtain information about their employees is limited by the right to privacy. There is no federal or state requirement that an employer maintains personnel files as such. However, various federal and state laws mandate that certain records must be kept.

**According to the Society for Human Resource Management (SHRM), the following items should be kept in a basic personnel file:**

- Employment Application and Resume
- College Transcripts
- Job Descriptions
- Hiring, Promotion, Demotion, Transfer, Layoff, Rates of Pay, Other Forms of Compensation, Education, and Training Records
- Other Employment Practices
- Letters of Recognition
- Disciplinary Notices or Documents
- Performance Evaluations
- Test Documents Used by an Employer to Make an Employment Decision
- Exit Interviews
- Termination Reviews

**The following items should be maintained in separate files:**

- **Medical Records** – The American with Disabilities Act requires employers to keep all medical records separate.
- **Equal Employment Opportunity** – To minimize claims of discrimination, it is important to keep source documents that identify an individual's race and sex in a separate file.
- **Immigration (I-9) Forms** – It is recommended that these forms be maintained chronologically by year. Keeping this information in a separate file reduces the opportunity for an auditor to pursue and investigate unrelated information.
- **Invitation to Self-Identify Disability or Veterans Status**
- **Safety Training Records** – OSHA may audit company's training records; keeping this information separate will protect the employer from an auditor pursuing and investigating other information in the personnel file.
- **Department of Defense and Procurement Integrity Act (DOD/PIA)** – This information may be required by federal contractors prior to offers of employment.

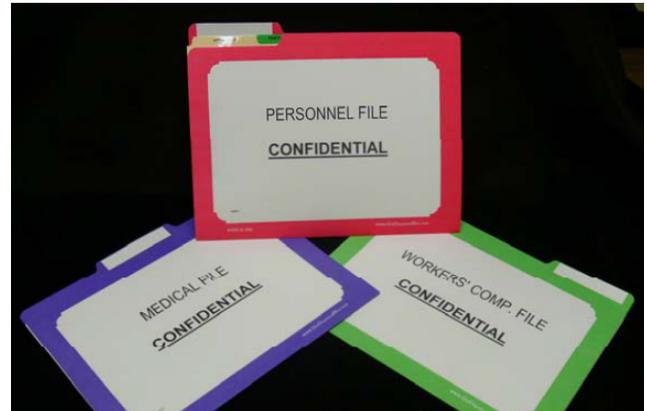


**GBS' HR Filing Solution** provides a trilogy of HR folders that each have a different color theme. They include a 1/3-cut top tab and are filed as a set. The Personnel File is the most complex, featuring stitched-in dividers with printed Mylar tabs. The files allow for increased organization and make information more accessible. By providing three separate files, department users may access only the type of file they need, enabling you to remain compliant to what information specific individuals may obtain. For instance:

- **Personnel File** can be viewed by the Employee, Supervisors with a need to know, Former Employees (check with state's provisions), and Human Resources.
- **Medical/Confidential File** can be viewed by Human Resources, Supervisors as needed for reasonable accommodation, and Government/Legal Agencies conducting investigations relevant to medical issues.
- **Workers' Compensation File** can be viewed by Human Resources, Third Party Administrators, Managed Care Organizations, and Certified Occupational Health Nurses (COHN).

With GBS' HR Filing Solution, this information is contained in separate folders, thereby meeting the above requirements easily.

Other file folders can be produced for additional information such as Safety Training materials and records. This file folder can assist in organizing your written safety and health training programs and provide easy access during an Occupational Safety and Health Administration (OSHA) audit.



**Items contained in the Safety Training folder may consist of:**

- Lockout – Tagout Procedure
- First Aid Training
- Ladder/Stairway Safety
- Hearing Conservation
- Laboratory Chemical Safety
- Bloodborne Pathogens Exposure Control
- Emergency Response
- Hazard Communication
- Personal Protective Equipment
- Confined Space Training
- Company Safety Policies
- Employee Exposure & Medical Records
- Electrical Safety
- Fire Prevention
- Material Safety Data Sheets (MSDS)
- Drug Free Workplace
- Medicine Guarding
- Respiratory Protection

File folders can also be customized by utilizing our NetLabels Software that allows you to print out personal labels as needed. The color-coding file folder with the nicely printed information provides a clean filing solution that improves file retrieval. GBS' Filing Solution will help you reduce time required for filing and retrieving information. GBS can also provide space saving filing equipment.

**Take advantage of this time saving solution by contacting GBS today at 800.552.2427 to learn more about our HR Filing Solution.**