

# Executive

# Human Resources

Records Liaisons: Lynne Thomas

## **HmnRrs1** Human Resources Program Records

*This series documents the offices administration of special programs such as orientation, employee health and well-being, training and development, awards and honors, job enrichment, recreation, and volunteers. Records include training program development, publications, arrangement and logistical records, participant lists, plans, reports and related correspondence.*

Review after ten years: program establishment documentation, publication, and final plans and reports. Retain arrangement and logistical records and all other records for four years.

## **HmnRrs2** Accident and Injury Report Records

*This series documents accidents and injuries involving staff in compliance with the Worker's Compensation Board and Occupational Safety and Health Act (OSHA) requirements. Records include but are not limited to Occupation Injury Reports, logs of injuries and illnesses (OSHA form 200), annual summaries of occupational illnesses and accidents, supplemental record forms (OSHA form 101), and related correspondence.*

Permanent.

## **HmnRrs3** Works Compensation Claim Records

*This series documents insurance claims made by employees for job related injuries or illnesses. This series also documents claim acceptances or rejections by insurance carriers. Records include but are not limited to case histories, employer payroll reports, hearing transcripts, notices of claim acceptances, notices of denials, determination orders, occupational injury reports, supervisors' accident investigation letters, claim adjustments documentation, medical reports, cost statements, and related correspondence.*

Retain thirty years after employee separation. Note: Keep records separately form the employee's personnel file.

## **HmnRrs4** Employee Family and Medical Leave Records

*This series provides a record of individual family and medical leaves, requested and/or taken.*

Retain six years after employee separation. Note: Keep records separately form the employee's personnel file.

## **HmnRrs5** Employee Medical and Personal Records

*This series provides for the confidential handling of medical and personal (not performance related) documents of an employee's personnel file, to protect employee privacy and to guard against the inadvertent or indiscriminant use of the materials as a factor in job performance evaluations, review, promotions, or other personnel actions. Records include voluntary ID forms, disabilities documentation, health related insurance claims, accident and safety reports, medical leave documents, medical surveillance documents, medical certifications, doctors' reports and related correspondence.*

Retain medical records relating to injury, sickness or exposure to hazardous materials while performing work for Stonehill College thirty years from employee separation. Retain all other records six years from employee separation.

**HmnRrs6** Employee Personnel Records

*This series documents individual (non-faculty) employee work histories. Records may include but are not limited to applications, vitae, appointment forms, job descriptions, personnel actions, performance evaluations, professional development records, awards, commendations, recommendations, reprimands, notices of disciplinary actions and related correspondence.*

Retain medical records relating to injury, sickness or exposure to hazardous materials while performing work for Stonehill College thirty years from employee separation. Retain all other records six years from employee separation.

**HmnRrs7** Employment Eligibility Verification (I-9) Records

*This series is used to verify immigration and naturalization requirement for work in the United States in compliance with the Immigration Reform and Control Act of 1986. Records include I-9 forms and related correspondence.*

Retain three years after date of hire or one year after employment is terminated, whichever period is later. Note: Records should be filed as a unit or kept with Employee Medical and Personal Records. Do not interfile with Employee Personnel Records.

**HmnRrs8** Faculty Personnel Records

*This series documents individual faculty academic work histories. Records may include but are limited to vitae, letters of recommendation, offer letters, contracts and understandings, acceptance letters, appointment forms, course record, faculty planning sheets, promotion and tenure decision records, sabbatical leave requests and reports, vacation and sick leave records awards commendations, letters of resignation and related correspondence.*

Permanent.

**HmnRrs9** Search Records

*This series documents the selection process for advertised positions in the department. Searches may be for professional/administrative staff, and/or support staff. Records may include application with vitae and cover letters, references, applicant lists, short interview notes, telephone conversation notes, and related correspondence. Note: Place copies of successful candidate applications, resumes and vitae in their personnel files.*

Permanent.

**HmnRrs10** Unsolicited Job Application Records

*This series documents unsolicited request for employment. Records include vitae, letters of application, and related correspondence.*

Retain six months.

**HmnRrs11** Unemployment Compensation Claim

*This series includes all unemployment claims filed by former employees of the College.*

Retain four years after claim finalized.

**HmnRrsBens1** Medical Insurance

**HmnRrsBens1.1** Contracts

*Includes all documentation regarding the contracts with Medical Insurance providers.*

Retain current plus 6 years.

**HmnRrsBens1.2** Enrollment Files

*Includes all documentation regarding employee's enrollment for Medical Coverage.*

Retain current plus 6 years.

**HmnRrsBens1.3** Payment/Reports

*Includes but is not limited to, all documentation regarding payments to Medical Providers and all reports generated.*

Retain current plus 6 years.

**HmnRrsBens2** Life Insurance

**HmnRrsBens2.1** Contracts

*Includes all documentation regarding the contracts with Life Insurance providers.*

Retain current plus 6 years.

**HmnRrsBens2.2** Enrollment

*Includes all documentation regarding employee's enrollment for Life Insurance*

Retain current plus 6 years.

**HmnRrsBens2.3** Reports

*Includes all reports generated.*

Retain current plus 6 years.

**HmnRrsBens3** Cobra

**HmnRrsBens3.1** Notice of Eligibility

*Includes notices of employees who are eligible for Cobra.*

Retain current plus 6 years.

**HmnRrsBens3.2** Employee Files

*Includes but is not limited to files kept on employees who are active/inactively enrolled in Cobra*

Retain current plus 6 years.

**HmnRrsBens4** Dental

**HmnRrsBens4.1** Contracts

*Includes all documentation regarding the contracts with Dental Insurance providers.*

Retain current plus 6 years.

**HmnRrsBens4.2** Enrollment

*Includes all documentation regarding employee's enrollment for Dental Insurance.*

Retain current plus 6 years.

**HmnRrsBens4.3** Reports

*Includes all reports generated.*

Retain current plus 6 years.

**HmnRrsBens5** Flex Plan

**HmnRrsBens5.1** Contracts

*Includes all documentation regarding the contracts for the Flex Plan.*

Retain current plus 6 years.

**HmnRrsBens5.2** Enrollment

*Includes all documentation regarding employee's enrollment for the College's Flex Plan.*

Retain current plus 6 years.

**HmnRrsBens5.3** Reimbursements

*Includes all employee reimbursements who are enrolled in the Flex Plan.*

Retain current plus 6 years.

**HmnRrsBens6** Disability Insurance

*Includes documentation regarding the colleges Disability Insurance.*

Retain current plus 6 years.

**HmnRrsBens7** Pension Records

*Includes documentation regarding employee's pension.*

Retain current plus 6 years.