

Personnel Records

Rule Requirement	Employee record	Employee Record	Employee Record	Employee Record	Employee Record	Employee Record	Comments
	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	
Employee Name>>>							
16.04.17.301 PERSONNEL RECORDS. The record for each employee must contain at least the following:							
16.04.17.301.01 Name, Current Address, and Phone Number of the Employee;							
16.04.17.301.02 Social Security Number;							
16.04.17.301.03 Education and Experience;							
16.04.17.301.04 Other Qualifications. If licensed in Idaho, the original license number and the date the current registration expires, or if certificated, a copy of the certificate;							
16.04.17.301.05 Date of employment;							
16.04.17.301.06 Job Description. Documentation that the employee signed and received a copy of his job description stating that the requirements of his position have been explained to him;							
16.04.17.301.07 Date of Termination of Employment and Reason for Termination, If Applicable;							

16.04.17.301.08 Documentation of the Employee's Initial Orientation and Required Training;							
16.04.17.301.09 Evidence of Current Age-Appropriate CPR and First Aid Certifications;							
16.04.17.301.10 Current Assistance With Medications Certification, If Applicable; and							
16.04.17.301.11 Criminal History Check. Verification of satisfactory completion of criminal history checks in accordance with IDAPA 16.05.06, "Criminal History and Background Checks."							