

**9520.0600 PERSONNEL FILES.**

Subpart 1. **Central training file.** The orientation and continuing education required by part 9520.0590 shall be documented by each program in a central training file. The file shall be available to the department for review. Documentation shall include, but need not be limited to: the date, the subject, the name of the person who conducted the training, the names of staff attending, and the number of hours attended.

Subp. 2. **Individual files.** Each program shall maintain a separate personnel file for each employee. The files shall be available to the department for review. Employees shall be able to review their own personnel files, subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, sections 13.01 to 13.86. At a minimum, each file shall contain the following:

- A. an application for employment or a resume;
- B. verification of employee's credentials;
- C. an annual job performance evaluation;
- D. an annual growth and development plan;
- E. documentation of orientation; and
- F. a record of training and education activities during employment.

**Statutory Authority:** *MS s 245A.09*

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