

**30. Employee Records Management**

<b>Measure / Indicator Description:</b>	<b>Responsibility:</b>	<b>2006 %</b>	<b>2007 %</b>	<b>2008 %</b>	<b>2009 %</b>
Percent compliance with establishing and maintaining a District Policy & Procedure regarding Employee Records Management to include contents of files, retention, confidentiality, and access.	Chief Meek	0	100		
Percent compliance with establishing and maintaining an Employee Records Management System that meets recognized guidelines and accepted practices.	Chief Meek	30	30		
Percent compliance with establishing a medical records partition that maintains employee confidentiality and is in compliance with HIPAA Standards.	Chief Meek	75	100		
Percent compliance with maintaining records of annual performance evaluations for each employee for the course of their employment.	Chief Meek	100	100		
Percent compliance with maintaining records of Personnel Action Forms relating to employee work history, commendations, and disciplinary actions according to accepted practices.	Chief Meek	100	100		
<b>Overall Percent Compliance by Year:</b>		61%	86%		

**What does this measure tell us?**

This measure tells us if we have an effective Employee Records Management System in place that meets applicable laws, standards, and practices; while preserving employee rights such as privacy of medical records. Each employee's file should reflect their work history with the District through accurate documentation such as work assignments, commendations, corrective action, and performance appraisals.

**Goal being measured:**

*Develop an Organizational Structure Plan that will carry the Department into the Future.*