



LOGO

PERSONNEL FILES

The OBMAT program maintains personnel files on all staff members or volunteers that include the following:

1. The application for employment, contract or request to work as a volunteer
2. Documentation of date of employment or volunteering
3. Identifying Information and emergency contacts
4. Documentation of completion of orientation, internal and external training and continuing education
5. Documentation of all licenses, certifications or other credentials
6. Documentation relating to performance, supervision, disciplinary actions and termination summaries
7. Detailed job descriptions