



## Personnel Files Quiz

Compare your answers with the correct ones below to learn what is true and what is false regarding personnel files.

1. Medical information should be kept in an employee's general personnel file.

**False:** Medical information should be kept in separate secure files away from general personnel files to ensure compliance with HIPAA confidentiality rules.

2. If an employee finds something in his file he disagrees with, you should allow them to submit a statement to challenge the information.

**True:** It is always a good idea to let your employees challenge information they believe is inaccurate. Also, keep in mind that in some states you are required by law to allow this.

3. Record keeping laws have various requirements regarding the types of records that employers must create and the length of time that these records must be maintained.

**True:** The length of time certain employee records must be maintained is controlled by law, and you can be fined if you can not furnish these records in response to government requests. Keep in mind that state requirements may vary from federal requirements, so it is important that your policy ensures that record retention procedures are in compliance with all applicable laws.

4. You should keep all of an employee's records in one personnel file for consistency.

**False:** Certain information should be kept in a separate file. Examples include any type of document containing medical information (including workers' compensation claims) or documents identifying protected characteristic such as age, religion or national origin.

### Scoring

**4:** If you got a perfect score, great job! Contact your local Express office to find out how you can receive information to stay current on this and other HR issues.

**3:** You're on top of your HR game! Your local Express office is always available to help you solve any HR challenges that you're facing. In this litigious world, it's nice to have someone to help you deal with tough HR questions.

**2:** We'd like to help solve your HR issues! Call Express today to find out how we can conduct an HR audit for you.

**0 - 1:** Keeping up with everything in the HR world is tough, but Express can help enhance your HR team. Check out our HR Hotline, a service that connects you with HR experts who are ready to answer your questions and help solve your HR challenges. Contact your local Express office today to find out how they can help you.