Florida DCF HR compliance checklist

Personnel file checklist

Reviewed 2026-11-06. Every line cites the rule it comes from. This checklist is general information, not legal advice.

SET UP ONCE FOR YOUR AGENCY

- [ ] **Written personnel policies covering recruitment and selection, promotion and termination, code of ethical conduct, sexual harassment, confidentiality of individual records, attendance and leave, employee grievance, non-discrimination, abuse reporting procedures, and orientation to universal infection control procedures**
  The agency | Before the first hire; keep current
  Fla. Admin. Code R. 65D-30.004(4)
  DCF licensing

- [ ] **Code of ethical conduct barring employees and volunteers from sexual activity with individuals receiving services for at least two years after the last professional contact**
  Employees and volunteers | Before the first hire; keep current
  Fla. Admin. Code R. 65D-30.004(4)
  DCF licensing

- [ ] **Drug-free workplace policy for employees and prospective employees**
  The agency | Before the first hire; keep current
  Fla. Admin. Code R. 65D-30.004(4)
  DCF licensing; the rule requires the policy, not a testing program

- [ ] **Staff development plan, signed and dated, with at least one staff member assigned to carry it out**
  The agency | Before the first hire; review at least annually
  Fla. Admin. Code R. 65D-30.0046(1) and (1)(a)
  DCF licensing

- [ ] **Register with the Care Provider Background Screening Clearinghouse**
  Employers of screened persons | Before initiating any screening
  s. 435.12(2)(c)-(d), F.S.
  Florida screening law

- [ ] **Enroll in E-Verify**
  Private employers with 25 or more employees | Before the first hire that needs it
  s. 448.095(2)(b)2., F.S.
  Florida employer law

- [ ] **Workers' compensation coverage**
  Private non-construction employers with four or more employees | While the threshold is met
  s. 440.02(20)(b)2., F.S.
  Florida employer law

- [ ] **Register for Florida reemployment tax with the Department of Revenue, and keep the address current so state notices reach you**
  Liable employers; see the headcount section for the tests | On becoming liable
  Florida Department of Revenue, Employer Guide to Reemployment Tax (RT-800002, R. 03/25); s. 448.110(4)(b), F.S. (address)
  Florida employer law

- [ ] **Display the Florida minimum wage poster where employees can see it, using the current year's poster**
  Employers who must pay the Florida minimum wage | At each establishment; replace when the state issues a new one
  s. 448.109(2), F.S.
  Florida employer law

- [ ] **Display the workers' compensation coverage notice and the anti-fraud reward notice**
  Employers with workers' compensation coverage | In conspicuous places at each business location
  s. 440.40, F.S.
  Florida employer law

- [ ] **Display the federal notices that apply to you: Fair Labor Standards Act, OSHA, EEOC, Employee Polygraph Protection Act and, if covered, FMLA**
  Employers covered by each law | Keep posted
  U.S. Department of Labor, FLSA poster page; 29 CFR 1903.2(a)(1); 29 CFR 1601.30(a); 29 CFR 801.6; 29 CFR 825.300(a)(1)
  Federal employer law

- [ ] **Display the state's To Employees reemployment assistance notice (RT-83)**
  Employers liable for reemployment tax | Keep posted
  s. 443.151(1)(a), F.S.; Florida Department of Revenue, Employer Guide to Reemployment Tax (RT-800002, R. 03/25)
  Florida employer law

- [ ] **Signed written agreement with a physician, physician assistant or APRN as medical consultant**
  Providers running treatment components not listed in 65D-30.004(6), such as outpatient | Keep current
  Fla. Admin. Code R. 65D-30.004(6)(g)
  DCF licensing

- [ ] **If you keep an emergency overdose prevention kit, a plan to train staff in its prescribed use and availability during all program hours**
  The agency | Keep current
  Fla. Admin. Code R. 65D-30.004(22)(b)
  DCF licensing

- [ ] **Display the most recent printed copy of the DCF license in a conspicuous, publicly accessible place**
  Each licensed site | Whenever DCF issues a new or amended license
  Fla. Admin. Code R. 65D-30.003(1)(b); 65D-30.0032(1)
  DCF licensing

BEFORE THE PERSON STARTS

- [ ] **Current job description with minimum qualifications, and documentation that this person meets them**
  All staff | At hire; update when the role changes
  Fla. Admin. Code R. 65D-30.004(4)(a)1.
  DCF licensing

- [ ] **Employment application or resume**
  All staff | At hire
  Fla. Admin. Code R. 65D-30.004(4)(a)2.
  DCF licensing

- [ ] **Verified or certified copy of degrees, licenses or certificates**
  Each employee who holds one | At hire; refresh at each renewal
  Fla. Admin. Code R. 65D-30.004(4)(a)5.
  DCF licensing; checking with the issuing body is recommended practice, because the rule does not define "verified or certified"

- [ ] **Degree from an accredited university or college in counseling, social work, psychology, nursing, rehabilitation, special education, health education, or a related human services field**
  Bachelor's or master's level clinical staff | At hire
  Fla. Admin. Code R. 65D-30.0046(4)(b)
  DCF licensing

- [ ] **Evidence of the qualified professional route relied on: licensed under ch. 458, 459, 490 or 491; APRN under part I of ch. 464; or department-recognized certification plus at least a bachelor's degree**
  Qualified professionals | At hire; check the certifying organization against DCF's current list
  s. 397.311(36), F.S.; Fla. Admin. Code R. 65D-30.0031(2)(a)
  DCF licensing

- [ ] **Peer specialist certification from a Department-recognized organization, or dated evidence of working toward it with the named supervisor**
  Peer specialists | At hire
  Fla. Admin. Code R. 65D-30.0046(5)(a); s. 397.417(3)(d), F.S.
  DCF licensing; the rule's mandate is written for Department-funded peer support services

- [ ] **Level 2 eligibility determination from the Clearinghouse, and its documentation in the file**
  Owners, directors, chief financial officers and clinical supervisors; personnel with direct contact with children or developmentally disabled adults | Complete before contact with a vulnerable person in the screened role
  s. 397.4073(1)(a)1.-2., F.S.; s. 435.06(2)(a), F.S.; Fla. Admin. Code R. 65D-30.004(4)(a)6.
  Florida screening law, applied by DCF licensing. Section 397.4073(1)(i) and (1)(c) carve out physicians and nurses with active, unencumbered licenses screened by the Department of Health, and some supervised volunteers under 40 hours a month

- [ ] **Peer specialist screening under the s. 397.417(4) standard**
  Peer specialists with direct contact with individuals receiving services | Condition of initial and continued employment
  s. 397.4073(1)(a)3., F.S.; Fla. Admin. Code R. 65D-30.004(4)(b)2.
  Florida screening law, applied by DCF licensing

- [ ] **Submit the information needed for screening**
  Screened staff | Within 5 working days after receiving it
  s. 435.05(1)(c), F.S.
  Florida screening law

- [ ] **Attestation of Good Moral Character, form CF 1649 (June 2025)**
  Individuals subject to Level 2 screening | At the initial screening and every rescreening
  Fla. Admin. Code R. 65D-30.004(4)(b)3.
  DCF licensing

- [ ] **Signed attestation, under penalty of perjury, of meeting the chapter 435 requirements and agreeing to report a disqualifying arrest immediately**
  Screened staff | At hire; refresh at each rescreen
  s. 435.05(2), F.S.
  Florida screening law

- [ ] **Employment history verification and reference checks, with evidence the chief executive officer or designee assessed them**
  Employees with direct contact with children, or with intellectually or developmentally disabled adults, receiving services | At hire
  Fla. Admin. Code R. 65D-30.004(4)(d); s. 397.4073(2), F.S.
  DCF licensing

- [ ] **Standalone written disclosure and the person's written authorization, if you buy a background report from a screening company**
  Applicants and employees | Before you obtain the report
  15 U.S.C. 1681b(b)(2)(A)
  Federal employer law

- [ ] **Dated OIG exclusion list search, including all names the person has used**
  Employees and contractors, if you bill federal programs | Before employing or contracting, then periodically
  HHS OIG, Updated Special Advisory Bulletin on the Effect of Exclusion (May 8, 2013)
  Recommended practice; OIG says providers are not required by statute or regulation to check

- [ ] **Documented orientation-only status with its start date, the no-direct-contact restriction, and the date it was lifted**
  Anyone hired into a screened position before screening completes | During the pre-clearance period
  s. 435.06(2)(d), F.S.; s. 435.02(8), F.S.
  Florida screening law; the written record is recommended practice

FIRST DAY

- [ ] **Form I-9, Section 1, signed by the employee**
  Employees | At the time of hire
  8 CFR 274a.2(b)(1)(i)(A)
  Federal employer law

- [ ] **Signed withholding certificate (Form W-4)**
  Employees | On or before the first day of employment
  26 CFR 31.3402(f)(2)-1(a)
  Federal employer law

- [ ] **Document signed and dated by the employee showing they received new staff orientation and understand the personnel policies and the program's operating policies and procedures**
  All staff | At hire
  Fla. Admin. Code R. 65D-30.004(4)(a)4.
  DCF licensing

- [ ] **Written overdose prevention plan covered with the new hire, so they have a working knowledge of it**
  All staff at licensed providers of clinical treatment services | At orientation, and on any change to the plan
  Fla. Admin. Code R. 65D-30.004(22)(a)
  DCF licensing; covering it at orientation is recommended practice, as the rule sets a knowledge standard

- [ ] **Prior-employer training certificates, with evidence the trainer or organization was qualified**
  New hires relying on training completed during the year before employment | At hire
  Fla. Admin. Code R. 65D-30.0046(1)(e)
  DCF licensing; credits the (1)(c) and (1)(d) trainings only

FIRST 3 BUSINESS DAYS TO FIRST 20 DAYS

- [ ] **Form I-9, Section 2, completed and signed by the employer**
  Employees | Within 3 business days of hire
  8 CFR 274a.2(b)(1)(ii)(B)
  Federal employer law

- [ ] **Verify employment eligibility, through E-Verify if you are a private employer with 25 or more employees. If E-Verify is unavailable for the full period, use the Form I-9 and document the outage**
  New employees filling permanent positions | Within 3 business days after the first day of paid work
  s. 448.095(2)(a), (2)(b)2., (2)(c), F.S.
  Florida employer law

- [ ] **Bloodborne pathogens training, with a record of dates, contents, trainer names and qualifications, and attendee names and job titles**
  Employees with occupational exposure | At initial assignment to tasks with exposure
  29 CFR 1910.1030(g)(2)(ii)(A), (h)(2)(i)
  Federal employer law

- [ ] **Hepatitis B vaccination offer and dates, or the signed declination, kept in the confidential medical file**
  Employees with occupational exposure | After the training and within 10 working days of initial assignment
  29 CFR 1910.1030(f)(2)(i)-(iv)
  Federal employer law

- [ ] **Report the new or rehired employee to the State Directory of New Hires**
  All employers | Within 20 days of the hire date
  s. 409.2576(3)-(4)(a), F.S.
  Florida employer law

- [ ] **Report a contractor paid $600 or more in a calendar year**
  Businesses paying independent contractors | Within 20 days after the earlier of the first reportable payment or the contract date
  s. 409.2576(3)(b), (4)(b), F.S.
  Florida employer law

BEFORE THE PERSON DOES CERTAIN WORK

- [ ] **Nursing support function training, dated before the first shift performing it**
  Staff performing nursing support functions | Before performing the function
  Fla. Admin. Code R. 65D-30.0046(1)(c)5.
  DCF licensing

- [ ] **At least 2.5 hours of medication training from an LPN, RN or APRN, proof in the personnel file, and a signed certification of competency for unlicensed staff**
  Personnel who will supervise the self-administration of medication | Before first supervising self-administration
  Fla. Admin. Code R. 65D-30.0046(1)(h), (1)(i)
  DCF licensing

FIRST 6 MONTHS

- [ ] **Two-hour HIV/AIDS educational course**
  All employees | Within 6 months of hire; one-time course
  Fla. Admin. Code R. 65D-30.0046(1)(c)1.; s. 381.0035(1), F.S.
  DCF licensing; s. 381.0035(4) excludes employees subject to s. 456.033, F.S.

- [ ] **Overdose prevention training: risk factors, recognition and response, and naloxone**
  All employees | Within 6 months of hire; renew every two years
  Fla. Admin. Code R. 65D-30.0046(1)(c)2.
  DCF licensing

- [ ] **Training in incident reporting, the Chapter 415 affirmative duty and protections, and Title V of the Americans with Disabilities Act**
  All employees | Within 6 months of hire
  Fla. Admin. Code R. 65D-30.0046(1)(c)3.
  DCF licensing

- [ ] **Two hours of verbal de-escalation training in the technique your written policy names**
  Direct care staff | Within 6 months of hire, then 2 hours annually
  Fla. Admin. Code R. 65D-30.0046(1)(c)4.; 65D-30.004(12)
  DCF licensing; all components except universal direct prevention services

- [ ] **Valid CPR and first aid certificates, filed in the personnel record**
  All direct care staff | Within 6 months of hire; keep current on the card's own expiry
  Fla. Admin. Code R. 65D-30.0046(1)(c)6.
  DCF licensing

FIRST YEAR

- [ ] **Twelve hours of competency-based training in substance use disorder treatment and recovery**
  New clinical staff working at least 20 hours per week | Within the first year of employment
  Fla. Admin. Code R. 65D-30.0046(1)(f)
  DCF licensing

- [ ] **Twelve hours of basic training in science-based prevention**
  New staff providing prevention services | Within the first year, on top of the other trainings
  Fla. Admin. Code R. 65D-30.0046(1)(g)
  DCF licensing

- [ ] **Florida certification for a qualified professional certified in another state**
  Persons certified elsewhere at the time of employment | No later than 1 year after the date of employment
  s. 397.311(36), F.S.
  DCF licensing

- [ ] **Peer specialist certification, if hired while working toward it**
  Peer specialists hired uncertified | Within one year
  Fla. Admin. Code R. 65D-30.0046(5)(a)
  DCF licensing

EVERY YEAR

- [ ] **Performance appraisal**
  All staff | Annually
  Fla. Admin. Code R. 65D-30.004(4)(a)3.
  DCF licensing

- [ ] **At least 10 hours of documented training related to duties**
  Staff and volunteers who provide direct care or prevention services | Annually
  Fla. Admin. Code R. 65D-30.0046(1)(d)
  DCF licensing

- [ ] **The five named topics: infection prevention and control in inpatient and residential settings; fire prevention, life safety and disaster preparedness; safety awareness; rights of individuals served; and 42 CFR Part 2 with ss. 397.334(10), 397.501(7) and 397.752, F.S.**
  Staff and volunteers who provide direct care or prevention services | Annually
  Fla. Admin. Code R. 65D-30.0046(1)(d)1.-5.
  DCF licensing

- [ ] **Bloodborne pathogens refresher**
  Employees with occupational exposure | Within one year of the previous training
  29 CFR 1910.1030(g)(2)(ii)(B), (g)(2)(iv)
  Federal employer law

- [ ] **Review the staff development plan through the quality assurance program, then sign and date it**
  The agency | At least annually
  Fla. Admin. Code R. 65D-30.0046(1)(a)
  DCF licensing

- [ ] **Provider's attestation of compliance with chapter 435, signed under penalty of perjury**
  The provider as employer | Annually or at license renewal
  s. 435.05(3), F.S.
  Florida screening law

- [ ] **Confirmation of completed HIV/AIDS education, ready for the renewal application**
  The provider, across employees | With each renewal application
  Fla. Admin. Code R. 65D-30.0036(1)(f)
  DCF licensing

- [ ] **Two hours of verbal de-escalation training**
  Direct care staff | Annually
  Fla. Admin. Code R. 65D-30.0046(1)(c)4.
  DCF licensing; all components except universal direct prevention services

- [ ] **Review the written exposure control plan, signed and dated by the medical director or consulting physician**
  All staff, volunteers and individuals receiving services, at the components named in 65D-30.004(9) | Reviewed annually
  Fla. Admin. Code R. 65D-30.004(9)(a)1.
  DCF licensing

- [ ] **Post the OSHA 300A annual summary**
  Establishments required to keep OSHA injury records | February 1 through April 30
  29 CFR 1904.32(b)(6)
  Federal employer law

- [ ] **Submit Form 300A data to OSHA electronically**
  Establishments with 20 to 249 employees in a listed industry, which includes NAICS 6232, or 250 or more employees if required to keep records | By March 2
  29 CFR 1904.41(a)(1)-(2), (c); 29 CFR Part 1904, Subpart E, Appendix A
  Federal employer law

- [ ] **Certify E-Verify compliance on the first reemployment tax return of the year**
  Private employers with 25 or more employees | First return each calendar year
  s. 448.095(2)(b)3., F.S.
  Florida employer law

ON THEIR OWN CLOCK

- [ ] **Clinical supervision log with the date, duration and content of each session, for staff in each licensed component**
  All licensed and unlicensed staff | Each session; the rule sets no minimum, so set one in policy and meet it
  Fla. Admin. Code R. 65D-30.0046(2)
  DCF licensing

- [ ] **Training records showing date, duration, topic, participants' names, and the trainer or training organization**
  All staff | Every required training
  Fla. Admin. Code R. 65D-30.0046(1)(b)
  DCF licensing

- [ ] **Level 2 rescreen with a new CF 1649**
  Everyone subject to screening | Within 5 years of the last screening results, or 5 years from licensure, employment or entry into the contract, whichever falls first
  Fla. Admin. Code R. 65D-30.004(4)(b)3.; s. 408.809(2), F.S.
  DCF licensing and Florida screening law

- [ ] **Clearinghouse roster matched against your actual staff, with status changes reported**
  All screened staff | Within 5 business days of any status change
  s. 435.12(2)(c), F.S.
  Florida screening law

- [ ] **Licenses, certifications and DEA registrations renewed and re-verified**
  Staff who hold them; every physician for DEA | Before each expiry
  Fla. Admin. Code R. 65D-30.004(4)(a)5.; 65D-30.0036(1)(h), (2)(a)
  DCF licensing

- [ ] **Check for a new Florida minimum wage notice and update pay and the poster**
  Employers who must pay the Florida minimum wage | $15.00 applies through December 31, 2027. The next rate is calculated September 30, 2027 and takes effect January 1, 2028, with the state posting it by October 15
  Fla. Const. art. X, s. 24(c); s. 448.110(4)(b), F.S.; Florida Department of Commerce minimum wage notice (2026)
  Florida employer law

- [ ] **Employer's Quarterly Report (RT-6) for reemployment tax**
  Liable employers | January 31, April 30, July 31 and October 31
  Florida Department of Revenue, Employer Guide to Reemployment Tax (RT-800002, R. 03/25)
  Florida employer law

- [ ] **Overdose prevention training renewal**
  All employees | Every two years
  Fla. Admin. Code R. 65D-30.0046(1)(c)2.
  DCF licensing

- [ ] **CPR and first aid renewal**
  All direct care staff | Before the card expires
  Fla. Admin. Code R. 65D-30.0046(1)(c)6.
  DCF licensing

- [ ] **Education of staff in the grievance system and individual rights**
  Staff | The rule states no interval, so set one in policy and meet it
  Fla. Admin. Code R. 65D-30.0045(1)(a)5.
  DCF licensing

- [ ] **Reverify on the Form I-9 when work authorization expires**
  Employees with time-limited work authorization | No later than the expiry date
  8 CFR 274a.2(b)(1)(vii)
  Federal employer law

WHEN SOMETHING HAPPENS

- [ ] **Remove a screened person arrested for a disqualifying offense from contact with vulnerable persons, then notify DCF. Keep the dated record. Any employee arrest is also a critical incident, below**
  Any screened staff member | Remove immediately; notify DCF within 2 days after removal, excluding weekends and holidays
  s. 435.06(2)(b), F.S.; s. 397.415(1)(d)5., F.S.
  Florida screening law, applied by DCF licensing

- [ ] **Written notice to the employee stating the specific record that indicates noncompliance**
  Staff with disqualifying screening information | On reasonable cause to believe grounds exist to deny or terminate
  s. 435.06(1), F.S.
  Florida screening law

- [ ] **Exemption request and DCF's written decision, kept in the file**
  Disqualified staff | Request within 30 days of notice; DCF decides within 60 days of a complete application
  s. 397.4073(1)(f), F.S.; Fla. Admin. Code R. 65D-30.004(4)(c)
  DCF licensing

- [ ] **If you act on a purchased background report: give a copy of the report and a written summary of rights first, then notice of the adverse action with the reporting agency's details and the person's rights**
  Applicants and employees | Copy before the adverse action; notice after it
  15 U.S.C. 1681b(b)(3)(A); 15 U.S.C. 1681m(a)
  Federal employer law

- [ ] **Check whether a returning person needs a new national screening, and log the break in service**
  Screened staff back after more than 90 days away, including PRN and per-diem staff | Before the return shift; not needed if prints are enrolled in the FBI retained print arrest notification program
  s. 435.12(2)(b), F.S.
  Florida screening law

- [ ] **Appoint an interim on departure, and give written notice to the regional office with proof of a current Florida license and no administrative actions**
  Any change of medical director | Within 24 hours
  Fla. Admin. Code R. 65D-30.004(6)(f), (6)(g)
  DCF licensing; components named in 65D-30.004(6). Medical consultants under (6)(g) are held to the same requirements, so give the same notice as a conservative reading

- [ ] **Written notice to the regional office, and documentation available from the governing board that screening is complete with no disqualifying offense**
  A new chief executive officer | Within 24 hours of the appointment
  Fla. Admin. Code R. 65D-30.004(3)(c)
  DCF licensing

- [ ] **Education, employment history and references for the new person, with the licensure application**
  A change in chief executive officer, chief financial officer or clinical supervisor | With the next licensure application after the change
  Fla. Admin. Code R. 65D-30.0036(1)(c), (2)(a)
  DCF licensing

- [ ] **Level 2 screening for the new owner**
  A change in ownership of less than a majority interest; a majority acquisition needs a new application for each site | On the change
  Fla. Admin. Code R. 65D-30.0034(2)
  DCF licensing

- [ ] **Critical incident report, including employee arrest, employee misconduct, significant injury to staff, and the death of an employee or visitor on the grounds**
  The provider | Within 24 hours of the incident occurring, in the Department's designated system, under your written procedure
  Fla. Admin. Code R. 65D-30.004(17)(a), (17)(b)
  DCF licensing

- [ ] **Report a workplace injury or death to the workers' compensation carrier**
  Employers with coverage | Within 7 days after actual knowledge
  s. 440.185(2), F.S.
  Florida employer law

- [ ] **Report a work-related death to OSHA, and any in-patient hospitalization, amputation or eye loss**
  All employers, including those exempt from routine injury records | Death within 8 hours; the others within 24 hours
  29 CFR 1904.39(a)(1)-(2); 29 CFR 1904.1
  Federal employer law

WHEN SOMEONE LEAVES

- [ ] **Report the end of employment on the Clearinghouse roster**
  Screened staff | Within 5 business days
  s. 435.12(2)(c), F.S.
  Florida screening law

- [ ] **Terminate or reassign a person found in noncompliance with the screening standards, unless an exemption is granted**
  Staff who fail screening | On the finding
  s. 435.06(2)(c), F.S.
  Florida screening law

- [ ] **Pay final wages under your written policy. Federal law does not require final pay immediately, and we found no Florida statute setting a deadline, so confirm with your counsel**
  Departing employees | Per your policy
  U.S. Department of Labor, Last Paycheck
  Recommended practice

- [ ] **Notify the group health plan administrator of the qualifying event**
  Employers subject to federal COBRA | Within 30 days; the administrator then has 14 days to notify the person. If you are also the administrator, the combined period is 44 days
  29 U.S.C. 1166(a)(2), (c); 29 U.S.C. 1161(b); 29 CFR 2590.606-4(b)(2)
  Federal employer law

- [ ] **Tell the person about Florida continuation coverage: under this law, they notify the carrier themselves**
  Small employers with fewer than 20 employees | The person must give the carrier written notice within 63 days of the qualifying event
  s. 627.6692(4)(h), (5)(d)1., F.S.
  Florida employer law; telling the person is recommended practice

- [ ] **Answer any Notice of Reemployment Assistance Claim Filed**
  Employers registered for reemployment tax | Within 14 days after the mailing date of the notice
  s. 443.151(3)(a), F.S.; Florida Department of Revenue, Employer Guide to Reemployment Tax (RT-800002, R. 03/25)
  Florida employer law

HOW LONG TO KEEP RECORDS

- [ ] **Personnel file under 65D-30: no period is set. The seven-year period at 65D-30.0041(2) is for clinical records, so set your own in writing, at least as long as the clocks below**
  All staff | Your written schedule
  Fla. Admin. Code R. 65D-30.004(4)(a); 65D-30.0041(2)
  DCF licensing

- [ ] **Form I-9**
  Employees | 3 years after hire or 1 year after termination, whichever is later
  8 CFR 274a.2(b)(2)(i)(A)
  Federal employer law

- [ ] **Employment eligibility documentation and any official verification**
  Employees | At least 3 years
  s. 448.095(2)(d), F.S.
  Florida employer law

- [ ] **Payroll records 3 years from the last entry; time cards and wage rate tables 2 years**
  Employers covered by the FLSA | As stated
  29 CFR 516.5(a); 29 CFR 516.6(a)
  Federal employer law

- [ ] **Personnel and employment records, including hiring, promotion and termination decisions**
  Employers covered by Title VII, the ADA, GINA or the PWFA, generally 15 or more employees | 1 year from the record or the personnel action, whichever is later; 1 year from an involuntary termination; once a charge is filed, keep relevant records until final disposition
  29 CFR 1602.14
  Federal employer law

- [ ] **FMLA records, with medical certifications in separate confidential files**
  FMLA-covered employers | At least 3 years
  29 CFR 825.500(b), (g)
  Federal employer law

- [ ] **Bloodborne pathogens training records 3 years from the training; exposure medical records for employment plus 30 years, with a limited exception for employees of under one year**
  Employees with occupational exposure | As stated
  29 CFR 1910.1030(h)(1)(iv), (h)(2)(ii); 29 CFR 1910.1020
  Federal employer law

- [ ] **HIPAA privacy training and sanction documentation**
  HIPAA covered entities | 6 years from creation or when last in effect, whichever is later
  45 CFR 164.530(j)(2)
  Federal employer law

- [ ] **OSHA 300 Log, 300A annual summary and 301 incident reports**
  Establishments required to keep OSHA injury records | 5 years after the end of the calendar year covered
  29 CFR 1904.33(a)
  Federal employer law

Keep each staff member's dates and documents in one place

Corvara HR tracks staff requirements per employee, each with its due date, the document attached and reminders before it lapses. A compliance grid shows every open requirement across every file, verification records show who checked what and when, the