**Section 401.380 Personnel Records**

a) The child welfare agency shall maintain personnel records on all employees of the agency, whether full-time or part-time. These records shall contain:

1) a copy of the form required to be sent to the Department of Children and Family Services which contains information on persons employed by a child welfare agency;

2) a certified transcript of the employee's educational achievements, when required for the individual's position. Foreign credentials require additional documentation providing a certified translation and statement of the equivalency in the U.S. educational system;

3) verification the employee holds a valid professional license (if required by law);

4) acknowledgment on a form prescribed by the Department of the employee's status as a mandated reporter of child abuse and neglect by virtue of his or her employment;

5) verification of the employee's work history prior to hire and residence for the past three years. When the employee's work experience is considered part of the individual's qualifications for his or her current position, the child welfare agency must verify the employee's stated work history;

6) if the employee or his or her supervisor examines foster family homes or day care homes for licensure, verification that the employee and supervisor has passed the licensing examination for all types of facilities the employee examines or supervises;

7) if the employee transports children, proof of insurance and a valid driver's license and the certification required by Section 401.450(c); and

8) a copy of each employee's annual evaluation and any progressive discipline provided to an employee. Such records of progressive discipline shall be maintained in accordance with the personnel policies approved by the governing body.

b) Authorizations for and the results of a background check, as required by 89 Ill. Adm. Code 385 (Background Checks), shall be maintained in a separate and confidential file which may be accessed only by authorized child welfare agency and Department staff.

(Source: Amended at 37 Ill. Reg. 19115, effective November 30, 2013)