



EMPLOYEE HR FILE CREATION AND REQUIRED FEDERAL & STATE POSTERS

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TRAINING AND DEVELOPMENT

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OBJECTIVES

What will I get out of this training?

WANTED

- ✓ Must-Have Files
- ✓ Identify Errors and Correct
- ✓ Ease of Retrieval
- ✓ Compliance



GETTING TO KNOW YOU

- How many employee files should you have?
- How many files do you currently use?
- Where are the files and/or file cabinets located?





AGENDA

Creating HR Employee Files (4)

- Personnel File
- Admin File
- I-9 File
- Medical File

Required Federal and State
Posters

4

ALL EMPLOYEES MUST HAVE HR FILES
CREATED, MAINTAINED AND SECURED
BY THE APPROPRIATE HR PERSONNEL.

PERSONNEL
ADMINISTRATIVE
I-9
MEDICAL

PERSONNEL FILE



Official employment-related documents that have been presented to and signed by the employee or provided by the employee to the supervisor.



Maintained in a **locked file cabinet** in a secure area and maintained by HR.



Personnel records are considered confidential, and each facility shall maintain a current, accurate, and confidential personnel record on each employee.



Access to personnel records must be limited to only those employees who need information to properly perform their duties.

ADMINISTRATIVE FILE



Admin File must be separate from the Personnel file to protect the employee's privacy rights and to insulate the agency from liability.



These records must also be kept confidential with restricted access or limited disclosure to designated persons on a need-to-know basis only, or as required by law. Maintained in a **locked file cabinet**.



TIP: Personnel Files and Administrative Files **CAN** be in the same file cabinet.

I-9 IMMIGRATION FILE



I-9 file is **NOT** acceptable to be maintained in either the **Personnel** or **Administrative** files or **in the same file cabinet** with them.



These records must be kept in separate files that are confidential, with restricted access maintained by HR.



TIP: Best if filed in a binder alphabetically for all employees.



NOTE: Audit the file/binder to ensure all employees have an I-9 on file. If not, immediately have them sign and date a new form and notate why.

MEDICAL FILE



Medical file is **NOT** acceptable to be maintained in either the **Personnel** or **Administrative** files or **in the same file cabinet** with them.



These records must be kept in separate confidential files in a **locked file cabinet** with restricted access maintained by HR.



TIP: A supervisor should **NEVER** have access to the employee's medical file.

ACTIVITY - DEBRIEF

1. Name the 4 files you will create (interactive in class)
2. Match the file to the cabinet (interactive in class)
3. Story time... 1 file, 1 cabinet, moving files (discussion)
4. Key Points
 - *4 files (PAIM)*
 - *2 or 3 file cabinets*
 - *Supervisors should never have access to an employee medical file*



ACTION PLAN

1. What 2-3 actions can you do to audit and enhance your filing system?
2. What are some takeaways you've learned today?

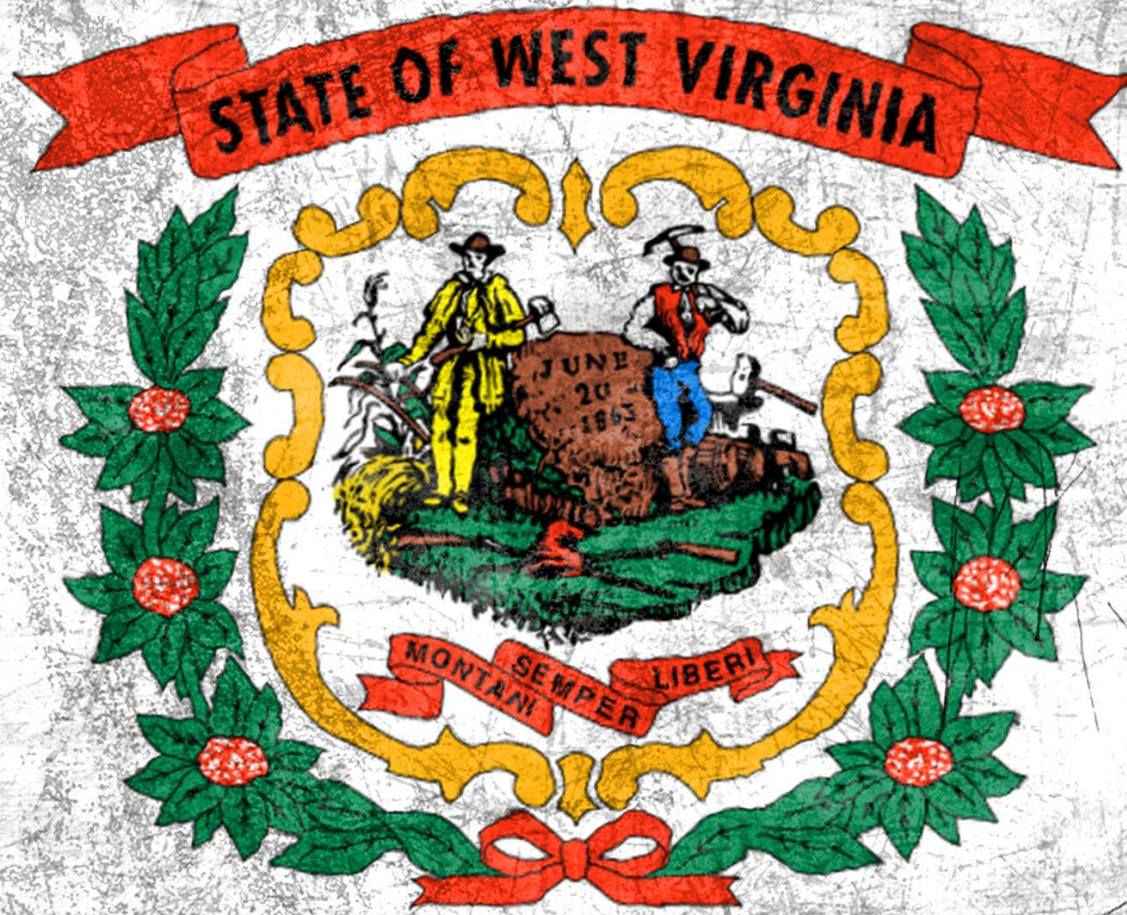




SUMMARY

Please refer to *DCR Policy 140.00 Personnel Records* for additional information

The reference form can be found on our DAS website at [HR File to Create for Employees](#)



REQUIRED FEDERAL AND STATE POSTERS

FEDERALLY REQUIRED POSTERS (8)

Equal Employment Opportunity (EEO) Is The Law

Fair Labor Standards Act (FLSA)

Family and Medical Leave Act (FMLA)

Job Safety and Health Protection (OSHA)

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Employee Protection Polygraph Act (EPPA)

Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP)

Pregnant Workers' Fairness Act (PWFA)

Posters available on the DAS website and at link [Federal and State Posters](#)

STATE REQUIRED POSTERS (10)

- *Drug and Alcohol-Free Workplace Policy (DOP-P2)*
- *Human Rights Act (HRA)*
- *Minimum Wage Requirements*
- *Notice to Employees Unemployment Benefits Form*
- *Prohibited Workplace Harassment Policy (DOP-P6)*
- *Smoking Restrictions in the Workplace*
- *Wage Payment & Collection Act (WPCA)*
- *WV Parental Leave Act*
- *Worker's Compensation Insurance Contact Info*
- *Workplace Security Policy and Poster*

Posters available on the DAS website and at link [Federal and State Posters](#)

ACTION PLAN

1. What 1-2 actions can you do immediately when you return to your facility to ensure compliance with posters?

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