

20 CSR 2085-10.030 RECORD KEEPING

(1) All barber and cosmetology establishment licenses shall:

(A) Designate on a form approved by the Board the names of any employees practicing, or authorized to practice, as barbers or cosmetologists at the licensed establishment. The form shall remain current at all times and shall be signed by each employee as designated by the Board. The form required by this section shall be maintained on the premises of the licensed establishment and shall be available to the Board, its inspector or other designee, upon request: and,

(B) Maintain records which verify that an employment relationship exists with any barber or cosmetologist designated as an employee pursuant to section (1)(A) of this rule. Records verifying an employment relationship may include, but are not limited to, payroll records, a signed employment contract or agreement or any record verifying federal or state tax withholdings, such as the Missouri Employee's Withholding Allowance Certificate (MO W-4), as amended and promulgated by the Missouri Department of Revenue, or the quarterly Contribution and Wage Report (MODES 4-7), as amended and promulgated by the Missouri Department of Labor and Industrial Relations. Records verifying an employment relationship shall be produced to the Board within ten (10) days of the request by the Board, its inspector or other designee.