

**Diocese of Marquette
Diocese, Parish, and Agency Personnel File Contents**

- Employment Application
- Job Description
- Offer of Employment letter
- Acknowledgment page from Employee Handbook – signed by employee
- Employee reviews/evaluations
- Documentation of employee counseling, warnings, discipline
- Employee exit documents (termination, retirement, resignation letter)
- Training, education, certification documents
- Payroll documents (W-4s, benefits enrollment, authorizations for direct deposit, garnishments, time sheets, etc.)

Items to Be Kept in a Separate, Confidential File for Each Employee

- Employment references provided by others (e.g., letter of recommendation)
- Background check information
- Employee medical information
- Investigation materials re: employee misconduct

Items to Be Kept in a Separate, Confidential File for Entire Group of Employees

- I-9s – keep I-9s for all employees in one file for easy production/government inspection

Items That Never Belong in a Personnel File

- Notes about employee made personally by supervisor
- Notes about political involvement or affiliation by employee (do not create or maintain)
- Staff planning notes referencing more than one employee

Michigan’s Employee Right to Know Act (a.k.a. Bullard-Plawecki Act)

Gives employee the right to view his or her personnel file up to 2 times per year. Also prescribes what can and cannot be in an employee’s personnel file.