

PERSONNEL FILE CHECKLIST

- Personnel Files should be maintained at each parish/school for all employees.
- Files should contain:
 1. Application & Resume
 2. Copy of Contract & Certification (for teachers & principal)
 3. Copy of Offer Letter (employment in all diocesan entities is contingent on a satisfactory Criminal Background check and completion of an Awareness Session)
 4. Current Job Description
 5. Federal W-4 Form
 6. State W-4 (In most cases this is for Michigan, but may be Wisconsin)
 7. Direct Deposit Authorization Form
 8. 403(b) Salary Reduction Agreement (if applicable)
 9. I-9 Form
 10. Copy of State of Michigan New Hire Reporting Form (mail or fax in to state)
 11. Acknowledgement of employee Receipt of Code of Ethical Standards for Ministry to Minors and Policy on Sexual Misconduct.
 12. Proof of satisfactory Criminal Background Check and completion of an Awareness Session (local site administrators can print this report from the eApps DB).
 13. Acknowledgement of Employee Receipt of Parish/School Personnel Policies
 14. Acknowledgement of employee receipt of Crisis Response Manual (Emergency Preparedness Plan)
 15. Annual Reviews
 16. Reprimands
 17. Grievances
 18. Employee Termination Check (at end of employment)
 19. Signed timesheets for hourly employees (kept either in payroll file or personnel file)

Note: Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection for any sensitive or confidential information.

ITEMS TO DISCUSS WITH EMPLOYEES:

Enrollment Procedures in the following benefit plans (if applicable at your location):

- Pension Plan
- Health Insurance
- Flex Benefit Plan (Savings for Out-of-Pocket Medical Expenses, Cash In Lieu, Dependent Care)
- Dental Insurance Plan
- Vision Insurance Plan
- TSA (Prudential 403[b])
- Short Term Disability Coverage
- Long Term Disability Coverage
- Life Insurance Coverage (Both Employer and Employee Plans)

OTHER ITEMS

Keys

Computer Passwords

Door Codes

Door Name plate

Parking Fee

Business Cards