



NATIONAL
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The Friday Epistle

A project of the North Central Chapter of NACBA, the National Association of Church Business Administration

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In the Friday Epistle of April 17, 2009, the following item appeared –

Making Proper Personnel Files

Can anyone bring me up to speed on the current requirements as to what is supposed to be in an 'employee' file. This church seems to have most of the information but its spread out in several places and the Personnel Committee is suggesting we pull it together and create 'proper files.'

Contract

Letter offering the position

Current job description

Annual reviews [all or only most current?]

I-9

Annual benefit choices

What am I missing? Also do you keep such files under lock and key? Some places I've been have, and other places not. Any help you can offer is appreciated,

Blessings,

Rev. David Droog

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David received lots of advice in response. He has prepared a chart with summaries of the worthy information received. The chart is below for the use of the community.

Thanks, David!

Craig M. Wiester
Editor, the Friday Epistle

PERSONNEL	MEDICAL	I-9	Payroll	OTHER
Application or resume	Health insurance application form	X	W-4	<u>Security Clearance Investigation Records</u> <ul style="list-style-type: none"> • Background investigation information • Personal credit history • Personal criminal conviction history • Arrest records
Contract including 'classification' (exempt, non-exempt)	Life insurance application form		Weekly time sheets	<u>Investigation Records</u> <ul style="list-style-type: none"> • Discrimination complaint investigation information • Legal case data • Accusations of policy/legal violations
Letter offering the position including date of hire	Request for medical leave of absence regardless of reason		Garnishment orders and records	disciplinary action documentation Employee written warning notice
Current job description/ paperwork relating to change(s) in position	Personal accident reports		Authorization for release of private information	Employee concerns or grievances, including actions taken and resolution

<p>Annual reviews</p> <ul style="list-style-type: none"> • New employee progress reports • Performance appraisal forms • Performance improvement program records 	Workers' compensation report of injury or illness	Payroll deduction authorizations
Annual benefit choices, other than medical	OSHA injury and illness reports	Authorization for all other payroll actions
Beginning wage/ salary, Verification of yearly wage adjustments, current salary/ wage per hour.	Any other form or document which contains private medical information for a specific employee.	Vacation accrued/ used
family emergency contacts	family emergency contacts	Sick time accrued/ used
Education verification	Medical/Dental/Vision coverage waiver/drop form	automatic deposit authorizations
Employment verification	Request for non-medical leave of absence FHMLA request and records	Beginning wage/ salary, Verification of yearly wage adjustments, current salary/ wage per hour.
Other background verification- see security clearance under "other."	COBRA notification/election	
Employee Handbook acknowledgment form showing receipt of Handbook	HSA or FSA	
Continuing Education- CEU's, professional development certifications		

Commendations			
Employee written warning notice			
List of keys, credit cards, etc that need to be returned upon separation			
Authorization for Release of Information for mortgage/ credit applications, or employment verification.			