



PERSONNEL FILES/PERSONNEL POLICIES

Personnel Files

A personnel file must be maintained for each employee. This should include the following information:

- Completed and signed W-4 form
- Completed and signed K-4 form
- Completed and signed I-9 form (Maintained separately)
- Completed Paycor forms
- Completed Benefit and Retirement Enrollment and Beneficiary Forms
- Current salary and salary history
- Signed current acknowledgement form that the employee has received and reviewed the Employee Policy Manual
- Signed Job description
- Record of time used for time off, such as vacation, sick days, personal days, etc.
- Phone number of contact in case of emergency

These personnel files must be safeguarded from unauthorized review. However, any employee may review the contents of his/her file upon request.

Please refer to the Catholic Schools Office for any additional information required for the maintenance of teachers' personnel files.

Personnel Policies

Separate publications have been issued regarding the following policies:

- Employee Policy Handbook
- Catholic Schools Handbook
- Safe Environment Policy and Procedures
- Job Descriptions and Salary scales for priests and lay ministers

Parish and Diocesan employees should review and sign the employee acknowledgement form in the Employee Policy Handbook and Catholic School staff should review the Catholic Schools Handbook. All Diocese employees must review Safe Environment Policy and Procedures.